

FSC Job Applicant Privacy Notice

FSC* takes your privacy very seriously. This Privacy Notice is intended to set out your rights and answer any queries you may have about your personal data and why it is processed as a job applicant. If you need more information, please contact the data controller. Contact details are at the end of this notice.

Why do we process your personal data?

The law on data protection allows us to process your data for certain reasons only:

- in order to perform the employment contract that we are party to
- in order to carry out legally required duties
- in order for us to carry out our legitimate interests
- to protect your interests and
- where something is done in the public interest.

All of the processing carried out by us falls into one of the permitted reasons. Generally, we will rely on the first three reasons set out above to process your data.

We need to collect your data to ensure we are complying with legal requirements such as:

- carrying out checks in relation to your right to work in the UK and
- making reasonable adjustments for disabled employees

We also collect data so that we can carry out activities which are in the legitimate interests of the FSC. We have set these out below:

- making decisions about who to offer employment to
- making decisions about salary and other benefits
- assessing training needs
- dealing with legal claims made against us

If you are unsuccessful in obtaining employment, your data will not be used for any reason other than in relation to the job application you have made. We may retain your application data in case any suitable job vacancies arise in the Company for which we think you may wish to apply. We will hold your data for a period of up to one year thereafter your data will be deleted.

What data is collected and processed?

We collect data about you throughout the recruitment process. Further information will be collected directly from you when you complete forms at the start of your employment, for example, your bank and next of kin details. Other details may be collected directly from you in the form of official documentation such as your driving licence, passport or other right to work evidence.

In some cases, we will collect data about you from third parties, such as employment agencies, former employers when gathering references or credit reference agencies.

Personal data is kept secure in FSC's HR and IT systems.

One of the reasons for processing your data is to allow us to carry out an effective recruitment process. Whilst you are under no obligation to provide us with your data, we may not be able to process or continue with your application.

Who has access to your data?

Your data will be shared with colleagues within FSC where it is necessary for them to undertake their duties with regard to recruitment. This includes, for example, the HR department and those responsible for screening your application and interviewing you. In some cases, we will collect data about you from third parties, such as employment agencies.

Your data will be shared with third parties if you are successful in your job application. In these circumstances, we will share your data in order to obtain references as part of the recruitment process and service providers in relation to your employment.

How long do we keep your data?

In line with data protection principles, we only keep your data for as long as we need it for and this will depend on whether or not you are successful in obtaining employment with us.

If your application is not successful we will keep your data for up to one year after the recruitment exercise ends. At the end of this period, we will delete or destroy your data. If your application is successful, your data will be kept and transferred to the systems we administer for employees. We have a separate privacy notice for employees, which will be provided to you.

Your personal data and your rights:

Processing under legal basis Legitimate Interest

You have the right to make a data access request.

You have the right to rectification of personal data.

You have the right to erasure or restriction of processing personal data.

You have the right to lodge a complaint with your local supervisory authority.

Processing under Legal Obligation

You have the right to make a data access request.

You have the right to rectification of personal data.

You have the right to restriction of processing personal data.

You have the right to lodge a complaint with your local supervisory authority.

If you wish to exercise any of the rights explained above, please contact the Data Controller.

Data Controller:

FSC is the data controller and processor of employee data for the purposes of GDPR. If you have any concerns as to how your data is processed you can contact the Data Controller by emailing privacy@fscables.com.

* For the purposes of this Privacy Notice FSC is the trading name of FS Cables Ltd, 12 Charterhouse Square, London, EC1M 6AX. Registered in England No: 1389463