

PRIVACY NOTICE - CANDIDATES

Effective: February 2022

Production Bureau Limited (referred to as “we”, “us”, “our” and “Pb” in this privacy notice) is a “controller” in relation to personal data. This means that we are responsible for deciding how we hold and use personal information about you. You are being sent a copy of this privacy notice because you are applying for work with us (whether as a prospective employee, worker or contractor). This privacy notice makes you aware of how and why your personal data will be used during your recruitment process with us, and how long it will usually be retained for. It provides you with certain information that must be provided under the UK General Data Protection Regulation (“UK GDPR”).

Data protection principles

We will comply with data protection law and principles (including the UK GDPR), which requires your personal data to be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about; and
- Kept securely.

The information we collect

In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you:

- Your **contact information and other details about you** including your name, title, address, personal email address, gender and telephone number.
- Your **curriculum vitae/application form** plus any covering email or letter detailing your experience, qualifications, previous employment relating to your application and suitability.
- References **provided by contacts** which you have provided to Pb as your nominated contacts, be it ex-employers or personal character referees; and
- Your **social media content** and other information about you that is within the public domain. This information may include posts and comments on such sites such as Facebook, LinkedIn and Twitter.

We may also collect, store and use the following types of more sensitive personal information:

- **Any ‘sensitive personal data’** such as information about your race or ethnicity and religious beliefs which you choose to disclose by completing any forms provided by us e.g., ‘Equal Opportunity Monitoring Form’.

and

- **Any information connected to your health**, including any medical condition, disability, health and sickness records that you choose to provide by means of the 'Equal Opportunity Monitoring Form' or face to face during interview or by email.

How we collect information?

We collect personal information about candidates from the following sources:

- Directly from you as the candidate.
- Forms completed and/or original documents submitted by you to Pb in person, via email or via our website.
- Recruitment agencies and online recruitment platforms/sites.
- Responses you provide during the interview process.
- Any written correspondence you provide to us (e.g., via email).
- Social media platforms and other websites where your information is published within the public domain.
- Responses that you provide to us through questionnaires and/or tests that we require you to complete as part of the process; and
- Your named referees.

How we use your information?

We will use the personal information we collect about you to:

- Conduct a **suitability assessment** for the role you have expressed an interest in or applied for by considering your experience, qualifications, interview responses, answers to any performance related tests that you may have completed whilst also comparing you to other prospective candidates.
- **Carry out background and reference checks.**
- **Communicate with you about the recruitment process.**
- **Keep records related to our hiring processes;** and
- **Comply with statutory requirements.**

It is in our legitimate interests to use your personal information in order to decide whether to offer you the job which you have applied for.

Having received your CV and application form or cover letter, we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to invite you for an interview. If we decide to call you for an interview, we will use the information you provide to us at the interview to decide whether to offer you the role. If we

decide to offer you the role and you have accepted our offer, we will then take up references before confirming your appointment.

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we may not be able to process your application successfully. For example, if we require references for the role you have applied for and you fail to provide us with relevant details, we may not be able to take your application further.

How we use particularly sensitive personal information

We will use your particularly sensitive personal information in the following ways:

- We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during a test or interview.
- We will use information about your disability status, race or national or ethnic origin, religious or philosophical or moral beliefs to ensure meaningful equal opportunity monitoring and reporting.

Information about criminal convictions

We do not generally collect information about criminal convictions.

Automated decision-making

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

Who do we share your information with?

We will only share your personal information with the following third parties for the purposes of processing your application:

- Your recruitment agent should this be applicable.
- Your referees that you have nominated and potentially your ex-employer for the purpose of obtaining additional references; and
- Our professional advisors including lawyers, accountants where they need to provide professional advice.

All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

Data security

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions, and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Data retention

If you are not successful in your application, we will retain your personal information for a period of 12 months after we have communicated to you our decision not to appoint you to the role. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with applicable laws and regulations.

If you are successful in your application, your personal data will be retained in accordance with the time frames set out in our Privacy Notice (Employees and Workers), which will be provided to you on commencement of your employment or engagement with us.

Rights of access, correction, erasure, and restriction

Under certain circumstances, under data protection law you have the right to:

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Data Compliance Manager using the details below.

Data Compliance Manager

We have appointed a Data Compliance Manager to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the Data Compliance Manager using the following details:

- Email: datacompliance@productionbureau.com
- Telephone: 01508 578598

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO) who is responsible for data protection issues in the UK.

Updates to this privacy notice

We will regularly review the way that we collect and use personal information as part of the recruitment process. This does mean that we may change what kind of information we collect, how we use it, how we store it and who we share it with. As a result of any review, we may need to amend this privacy notice.