

# UK Recruitment Privacy Notice

## Introduction

Proserv UK Limited and its subsidiaries, affiliates and related entities (collectively, "Proserv", "we", "us" or "our") respect your right to privacy. Proserv is a personal data controller. This means that we are responsible for deciding how we hold and use personal information about you. This Privacy Notice explains how we collect, share, use and store your personal information during the application and recruitment process and how you can exercise your privacy rights. This Privacy Notice applies to job applicants located in the UK.

We will process your personal data in accordance with this Privacy Notice unless otherwise required by applicable law.

## Scope

This Privacy Notice only applies to personal information that we collect from **JOB APPLICATIONS** that are completed and processed at our website <https://www.proserv.com/vacancies/> and any other website provided by us that links to this website ("**Website**") or personal information we may receive from third parties, for example, in connection with a background, employment, or reference check, subject to your consent where required by law. You can access further information about our practices and the rights applicable by referring to our Proserv Website Privacy Notice [Privacy](#)

If you are a Proserv worker (including those who work on a non-permanent basis, such as contingent, temporary and contract workers, independent contractors, consultants, professional advisors, secondees and interns) and you would like further information about our practices and the rights applicable to you please refer to our Proserv Worker Privacy Notice.

## The type of personal information we collect when you apply

The types of personal information we may process include, but are not limited to:

- Identification Data - such as your name, title, gender, passport-driving licence photograph.
- Contact Details - such as home address, telephone number, email address.
- Right to Work information such as your immigration/visa status.
- Details regarding the type of employment sought, desired salary, willingness to relocate, job preferences, and other information related to compensation and benefits.

- Details provided to us that are included in your application including cover letter and CV/Resume such as work history, education, professional and other qualifications and employment references and might also include details of any interests or memberships.
- Data collected from screening questions such as to whether a specific qualification is held or not. For certain positions, our recruitment process relies on automated decision-making on whether to proceed with your application based on the answers provided. For example, for certain positions if you state that you do not have the right to work in the required jurisdiction; or if you do not have the required qualifications for a particular vacancy, your application will not proceed beyond the application stage.
- Interview data that is collected during your interview(s).
- Reference information and information received from background checks, where applicable, including information provided by third parties.
- Information relating to previous applications to Proserv or previous employment history.

## How we use your personal information

We only process your personal information where applicable law permits or requires it in connection with Proserv's application and recruitment process; to take steps necessary to enter into an employment contract with you; where the processing is necessary to comply with a legal obligation that applies to us; for our legitimate interests or the legitimate interests of third parties; or with your consent if applicable law requires consent. We may process your personal information for the following legitimate business purposes:

- Identifying and evaluating job applicants, including assessing skills, qualifications, and interests for the purposes of determining suitability for the position for which you have applied;
- Verifying your information and carrying out employment, background, and reference checks, where applicable, subject to your consent where required by applicable law;
- Communicating with you about our recruitment process and your application;
- Keeping records related to our recruitment process, for so long as appropriate under the circumstances;
- Creating and submitting reports as required by applicable laws or regulations;
- Complying with our legal, regulatory or other corporate governance requirements;
- Analysing and improving our application and recruitment process.

In addition to using your personal information for the position for which you have applied, we may retain and use your personal information to inform you about and consider you for other positions that may be appropriate for you with your consent. If you want us to consider you for other positions, you may contact us and we will retain your personal information for that purpose.

We will only process your personal information for the purposes we collected it for or for compatible purposes. We may process your personal information without your knowledge or consent only where required by applicable law or regulation.

We may also process your personal information for our own legitimate interests, including for the following purposes:

- To prevent fraud;
- To ensure network and information security, including preventing unauthorized access to our computer and electronic communications systems and preventing malicious software distribution.

## How we use particularly sensitive personal information

We may collect and process the following special categories of personal data when you voluntarily provide them, or we receive them from a third party with your consent, when relevant for a particular position to carry out our obligations under employment law, or as applicable law otherwise permits:

- Physical or mental health condition or disability status to determine appropriate workplace accommodations and evaluate fitness for a particular position;
- Race or ethnic origin to comply with statutory obligations;
- Previous criminal convictions where relevant for the position;
- To ensure meaningful equal opportunity monitoring and reporting.

Where we have a legitimate need to process special categories of personal data about you for purposes not identified above, we will only do so only after providing you with notice and, if required by law, obtaining your prior, express consent.

## Confidentiality and Security

Any of your personal information provided to us is held with the utmost care and security. We have implemented appropriate security measures designed to secure your personal information against accidental loss and unauthorized access, use, alteration, or disclosure. In addition, we limit access to personal information to those employees, agents, contractors and other third parties that have a legitimate business need for such access.

## Data Retention Periods

Except as otherwise permitted or required by applicable law or regulation, we will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, as required to satisfy any legal, accounting, or reporting requirements, or as necessary to resolve

disputes. To determine the appropriate retention period for personal data, we consider our statutory obligations, the amount, nature, and sensitivity of the personal data, the potential risk of harm for unauthorized use or disclosure of the personal data, the purposes we process your personal information for, and whether we can achieve these purposes through other means.

Under some circumstances we may anonymize your personal data so that it can no longer be associated with you. We reserve the right to use such anonymous and de-identified data for legitimate business purposes without further notice to you or your consent.

If you are offered and accept employment with Proserv, your personal information we collected during the application and recruitment process will become part of your employment record, and we may use it in connection with your employment consistent with our employee personal data policies. If you do not become an employee, or, once you are no longer an employee of Proserv, we will retain and securely destroy your personal data in accordance with our policies and procedures and applicable law and regulations.

## Who we share your personal information with

We may share your personal information with third parties where required by law or with our employees, contractors, clients, designated agents, or third-party service providers who require such information to assist us with administering the recruitment process, including third-party service providers who provide services to us or on our behalf relating to the recruitment process, including (without limitation):

- Recruitment Agencies involved in the recruitment process
- Recruitment Platform providers, IT Developers, and support providers of data storage and hosting services in relation to our recruitment website, e.g., [proserv.com/vacancies](https://proserv.com/vacancies)
- Third parties who provide support and advice in the relation to legal, financial / audit, and insurance providers
- Third parties who obtain employment verification and background checks.

These third-party service providers may be located outside of the country in which you live or the country where the position you have applied for is located.

## Your data protection rights

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during the recruitment process. By law you may have the right to request access to, correct, and erase the personal information that we

hold about you, or object to the processing of your personal information under certain circumstances. You may also have the right to request that we transfer your personal information to another party. If you want to review, verify, correct, or request erasure of your personal data, object to the processing of your personal data, or request that we transfer a copy of your personal data to another party, please contact us at **[data.privacy@proserv.com](mailto:data.privacy@proserv.com)** Any such communications must be in writing.

We may request specific information from you to help us confirm your identity and your right to access, and to provide you with the personal information that we hold about you or make your requested changes. Applicable law may allow or require us to refuse to provide you with access to some or all of the personal data that we hold about you, or we may have destroyed, erased, or anonymized your personal data in accordance with our data retention obligations and practices. If we cannot provide you with access to your personal information, we will inform you of the reasons why, subject to any legal or regulatory restrictions.

## Questions

If you have any questions about this Privacy Notice or how we handle your personal information, please contact:

Name: Alastair Moody

Title: General Counsel & Data Privacy Manager

Address: Proserv House, Prospect Road, Westhill AB32 6FJ, Aberdeenshire, UK

Phone Number: +44 (0)1224 737 000

Email: [Alastair.Moody@proserv.com](mailto:Alastair.Moody@proserv.com)

If you are unsatisfied with our response to any issues that you raise with us, you may have the right to make a complaint with the data protection authority in your jurisdiction by contacting the relevant data protection authority.