

## **STG Aerospace Ltd: Job Applicant privacy notice**

The Company collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations and will comply with the data protection principles.

### **What information does the Company collect?**

The Company collects and processes a range of information about you in connection with your application to work for us. This may include:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- other information you have provided to use in your CV and covering letter or application form;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK.

The Company may collect this information in a variety of ways. For example, data might be collected through CVs, (received directly from you or from a recruitment agency); obtained from your passport or other identity documents such as your driving licence; from correspondence with you; or through interviews, meetings or other assessments.

In some cases, the Company may collect personal data about you from third parties, such as references supplied by former employers. We will seek such references only once a job offer to you has been made and will inform you that we are doing so.

Data will be stored in a range of different places, in the Company's HR management systems and in other IT systems (including the Company's email system).

### **Why does the Company process personal data?**

We need to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you.

The Company needs to process data to enter into an employment contract with you and to meet its obligations under your employment contract. For example, it needs to process your data to provide you with an employment contract, to pay you in accordance with your employment contract and to administer benefit, pension and insurance entitlements.

In some cases, the Company needs to process data to ensure that it is complying with its legal or regulatory obligations. For example, it is required to check an employee's entitlement to work in the UK, to deduct tax, to comply with health and safety laws and to enable employees to take periods of leave to which they are entitled.

The Company has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We will need to carry out background checks

where appropriate and communicate with you about the recruitment process. We may also need to process data from job applicants to respond to and defend against legal claims.

The Company may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out its obligations and exercise specific rights in relation to employment. We do not envisage that we will process information about criminal convictions.

If your application is unsuccessful, the Company may keep your personal data on file in case there are future employment opportunities for which you may be suited. We will ask for your consent before we keep your data for this purpose and you are free to withdraw your consent at any time.

### **Who has access to data?**

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff, if access to the data is necessary for the performance of their roles.

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you and employment background check providers to obtain necessary background checks.

### **How does the Company protect data?**

The Company takes the security of your data seriously and has appropriate security measures in place. The Company has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. 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 required to do so.

Where the Company engages third parties, (such as recruitment agencies), to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and Company measures to ensure the security of data. We do not allow our third party service providers to use your data for their own purposes.

### **For how long does the Company keep data?**

If your application for employment is unsuccessful, the Company will hold your data on file for twelve months after the end of the relevant recruitment process. We keep the information for this period in the event of a legal claim.

If you agree to allow us to keep your personal data on file, we will hold your data on file for a twelve months for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

## Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the Company to change incorrect or incomplete data;
- require the Company to delete or stop or restrict the processing of your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the Company is relying on its legitimate interests as the legal ground for processing; and
- request we transfer the data to another party;

If you would like to exercise any of these rights, please contact the Company's Data Manager at [data.controller@stgaerospace.com](mailto:data.controller@stgaerospace.com).

If you believe that the Company has not complied with your data protection rights, you can complain to the Information Commissioner.

### **What if you do not provide personal data or withdraw consent?**

You are under no statutory or contractual obligation to provide data to the Company during the recruitment process. If you do not provide the information, or withdraw your consent we will no longer process your application and subject to our retention policy your personal data will be destroyed.

### **Automated decision-making**

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