

Recruitment Privacy Notice

Key principles

Your personal data is important. So important that there are a range of laws in place to safeguard it (the most important of which is the General Data Protection Regulation or GDPR). eDynamix (including both Global and UK) is committed to doing its part to protect your personal data and comply with those laws.

In practice, this means that all personal data which we hold about you will 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.
- Kept securely.

Overview

This Privacy Notice sets out how eDynamix collects and processes your personal data as a recruitment candidate. This includes all elements of the eDynamix recruitment process, from sending in your CV, to having interviews, to becoming an eDynamix employee. Submitting your personal data to us as part of an application, you are accepting and consenting to the practices described in this Privacy Notice.

It is important that you read this Privacy Notice together with any other privacy policy on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data. This Privacy Notice supplements the other privacy policy and is not intended to override them.

Who we are

We are eDynamix (collectively referred to as “eDynamix”, “we”, “us” or “our” in this Privacy Notice). We are registered in England & Wales under registration number 09235861. Our registered address is Wansbeck Workspace, Rotary Parkway, Ashington, Northumberland, NE63 8QZ.

The data we collect about you

Personal data means any information about an individual from which that person can be identified. It does not include data where the identity of the person concerned has been removed (which is called **Anonymised Data**).

We may collect, store and transfer different kinds of personal data about you.

This can be broken down into the following categories:

- Identity includes your name, marital status, title, date of birth, personal financial details, gender.
- Employment and Qualification Data includes details of your employment history, details of your qualifications and the results of tests and interview you completed during the recruitment process.
- Contact Data includes your address, email address and telephone numbers.

Special Category Data:

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

- information about your race and ethnicity;



- information about your health, including any medical condition; and
- where we are legally allowed to do so, information about criminal convictions and offences.

If you fail to provide personal data

If you fail to provide information when requested, which is necessary for us to process your application (such as evidence of qualifications or work history), we will not be able to consider your application and it will be rejected.

How we collect your personal data

eDynamix use different methods to collect data from and about you including:

Direct interactions.

You may give us personal data by filling in forms or by corresponding with us by post, phone, email or otherwise. This includes:

- Information that you provide to us in a curriculum vitae, covering letter or similar document;
- Information that you provide to us during an interview.

Third-parties. We may receive data from various third-parties and public sources such as:

- Recruitment Agencies;
- Someone you know referring you for a role;
- Background Check Providers;
- Your named references.

How we use your personal data

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data where:

- we need to perform contract we are about to enter into or have entered into with you;
- it is necessary for our legitimate interests (or those of a third-party) and your interests and fundamental rights do not override those interests;
- we need to comply with a legal or regulatory obligation; and/or
- you have specifically consented to us using your personal data in a particular way.

Set out below is a description of all the ways we plan to use your personal data, and which of the legal bases we rely on to do so. Please note that we may:

- process your personal data for more than one lawful ground depending on the specific purpose for which we are using your data;
- combine information from other sources with information you give to us and that which we collect about you; and
- use this combined information for the purposes set out below.

Managing the recruitment process

This may include:

- a) processing your information to decide whether you meet the basic requirements to be shortlisted for a role;
- b) processing your information to determine whether you have a legal right to work for us;
- c) assessing your information and the results of any interview (and comparing it to other application we have received); and
- d) communicating with you about the recruitment process.

Types of Data:

This will require us to use your:

- (a) Identity;
- (b) Employment and Qualification Data; and
- (c) Contact Data.

Basis for processing: This processing is both necessary for us to comply with our legal obligations and in accordance with our legitimate interests (to ensure that our recruitment practices help us attract and retain the best employees).

Processing other sensitive

“Special Category Data”: We may use your special category data to:

- a) consider whether we need to provide appropriate adjustments during the recruitment process, for example whether reasonable adjustments need to be made: (i) during an interview; or (ii) to the role itself;
- b) contact you to discuss any such adjustments; and/or
- c) ensure meaningful equal opportunity monitoring and reporting.

Managing our relationship: To manage our relationship with you, which will include:

- a) managing feedback in respect of our recruitment process (including dealing with any queries or complaints);
- b) providing you with the information that you request from us; and
- c) keeping records of our relationships and recruitment practices.

**Cookies
Notice**

Cookies are small pieces of information that are stored on the hard drive of your device and they enable a server to collect information from an internet browser. Details of the Cookies used by eDynamix in the UK and Ireland can be found on our website.

**Data
Security**

We have put in place appropriate security measures to prevent data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

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

Please note that, notwithstanding the steps we take, the transmission of information via the internet can never be completely secure. Although we will do our best to protect your personal data.

**Data
Retention**

We will only retain your personal data for as long as necessary to fulfil the purposes we collect it for, including for the purposes of satisfying any legal, accounting or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

If your application is successful and you become an employee of eDynamix then your data will form part of your employment record and be processed and stored in accordance with the

eDynamix Employee Privacy Notice (which will be made available to you when you become an eDynamix employee).

If your application is not successful we will retain your personal information for a period of no more than 12 months after we have communicated to you our decision about whether 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 process in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with the applicable laws and regulations.

Your legal rights

Under certain circumstances, you have rights under data protection laws in relation to our personal data. If you wish to exercise any of the rights set out below, please contact us using the details set out in the “Contact Details” section.

A summary of the rights you have is set out below:

- **Data Subject Access Requests:** You have the right to request access to your personal data. This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- **Correction:** You have the right to request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the accuracy of the new data you provide to us.
- **Erasure:** You have the right to request we erase your personal data. This enable you to ask us to delete or remove personal data where there are no good reasons for us continuing to process it. Please note, however, that we may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.
- **Processing Objection:** You have the right to object to us processing your personal data 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 as you feel it impacts on your fundamental rights and freedoms. In some, cases we may demonstrate that we have compelling legitimate grounds to process your information which override your rights and freedoms.
- **Processing Restriction:** You have the right to request we restrict the processing of your personal data. This enables you to ask us to suspend the processing of your personal data in the following scenarios: (a) if you want us to establish the data’s accuracy; (b) where our use of the data is unlawful but you do not want us to erase it; (c) where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims; or (d) you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.

Withdrawing consent

You have the right to withdraw your consent to processing where we are relying on that consent to process your personal data. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent in this way, we will no longer be able to process your application.

What we may need from you

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right



to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

Time limit to respond

We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

Contact us

Any comments, questions or suggestions about this privacy notice or our handling of your personal data should be emailed to privacy@edynamix.com

Alternatively, you can contact us at our Head Office using the following postal address or telephone numbers:

eDynamix
Wansbeck Workspace
Rotary Parkway
Ashington
Northumberland
NE63 8QZ

Telephone: +44 (0)845 413 0000
Our Compliance Department is open 9:00 am – 5:00 pm, Monday to Friday.

Complaints

If you wish to discuss a complaint, please feel free to contact us using the details provided above. All complaints will be treated in a confidential manner.

Should you feel unsatisfied with our handling of your data, or about any complaint that you have made to us about our handling of your data, you can escalate your complaint to the Information Commissioner’s Office (ICO), <https://ico.org.uk/global/contact-us/>

Changes to this Privacy Notice

This Privacy Notice was last updated on 11th January 2018.
From time to time to we may make changes to this Privacy Notice.