

## Candidate Privacy Notice

### What is the purpose of this document?

This is EnerMech UK Limited's ("**EnerMech**", "we", "us" or "our") candidate privacy notice, which sets out how we collect, store and use your personal information during our recruitment activities.

EnerMech 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 an employee, worker or contractor). It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, 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, which means that your data 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.

### The kind of information we hold about you

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

- Name, title and date of birth.
- Address.
- Gender.
- Contact details, including your telephone number and personal email address.
- National Insurance Number.
- The information you have provided to us in your curriculum vitae and covering letter, e.g., business title / job title, grade / level, qualifications, employment history, employment references, and education history.
- Financial information, such as credit history (if relevant for role), reward and overall current and requested salary package.
- Pictures (e.g., copies of your ID documentation such as a passport).

- CCTV image capture if you enter our premises for interview.
- Aptitude testing of cognitive abilities through psychometric testing / examinations.
- Any information you provide to us during an interview.

The following types of more sensitive personal data may also be collected and used for the following reasons:

- Nationality (including to confirm visa status, the need for sponsorship, current right to work in the UK and full identity verification).
- Ethnicity (for diversity and inclusion and equal opportunities monitoring purposes).
- Health data (for diversity and inclusion and equal opportunities monitoring purposes, and to assess working capacity and identify any need for adjustments to support you, noting this will be obtained only at offer stage and through our Occupational Health provider, who will act as a separate data controller for that purpose).
- Information on your family members (for employees who work outside home / host country, emergency contact details and financial beneficiaries).
- Information about unspent criminal convictions and offences, where relevant as part of background checks.

## **How is your personal information collected?**

We may collect personal information about candidates from the following sources:

- You, the candidate.
- Recruitment agencies.
- Credit reference agencies.
- Former employers or other referees, whom you have given us permission to contact.
- Publicly accessible sources.

## **How we will use information about you**

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

- Confirm and assess your skills, qualifications, and suitability for the role.
- Carry out background and reference checks, where applicable.
- Communicate with you about the recruitment process.
- Keep records related to our hiring processes.
- Comply with legal or regulatory requirements.

- Establish, exercise or defend legal claims.
- Protect your vital interests or those of another person (in exceptional circumstances, such as a medical emergency).
- Monitor and review our recruitment activities.

It is in our legitimate interests to decide whether to appoint you since it would be beneficial to our business to appoint someone to that role.

We also need to process your personal information to decide whether to enter into a contract for services/contract of employment with you.

Having received your CV and covering letter or any application forms, 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, we will then take up references and carry out a criminal record and/or carry out check before confirming your appointment.

## **If you fail to provide personal information**

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 will not be able to process your application successfully.

## **Information about criminal convictions**

To enable us to make informed recruitment decisions and assess suitability for particular roles, we may process information about criminal convictions and offences (including alleged offences).

Where necessary, we may use third-party background check providers to gather criminal record information for specific roles. This information is collected and processed based on a relevant legal basis, namely our legitimate interests in selecting suitable employees, workers and contractors, for the purposes of entering into a contract with you, and for the purposes of complying with a legal obligation.

## **Automated decision-making**

To support our recruitment process, we use automated tools to assess candidate profiles based on specific criteria, such as relevant skills, experience or qualifications. This profiling helps us efficiently match candidates with roles that may be suitable for them. However, all decisions regarding applications are reviewed by a human recruiter who reviews all profiles individually and considers additional factors before making the final decision.

If you believe the automated profile does not fully reflect your suitability, you have the right to request a review by a recruiter to discuss your application further.

## **Data sharing with third parties**

### **General**

We may share your personal information with third parties, such as Workable Software Limited for the purposes of processing your application to assist with our recruitment process. Data may also

be shared within the EnerMech group if you agree for your information to be retained for future vacancies, or as otherwise needed to administer your application and onboarding.

Examples of third parties we may share information with may include:

- Outsourced recruitment organisations (e.g. background checking, psychometric assessments, and video interviewing).
- Third party providers who facilitate discussions with current employees to enable you to talk about working for EnerMech (e.g., insurance and healthcare entities).
- Technical support teams.

We may also share your personal information, including sensitive information, with third parties outside of the United Kingdom for the purposes of complying with local regulations in order to satisfy our legal obligations. For example, we may share ethnicity data for equal employment opportunity reporting in the U.S.

In some cases where third party suppliers provide technical support, those operations may be in countries outside the EEA, such as India, the United States or Australia. In these instances, we ensure those parties have appropriate arrangements in place to allow for international transfer and ensure security of your data.

Data will only be shared in line with applicable laws and regulations, and the necessity to disclose data. 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-parties 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.

## **Workable**

We use Workable to process personal information as a data processor on our behalf. Workable is only entitled to process your personal data in accordance with our instructions.

All our third-party service providers, including Workable, 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.

The data that we collect from you and process using Workable may be transferred to, and stored at, a destination outside the UK or the European Economic Area (“EEA”). It may also be processed by staff operating outside the UK or the EEA who work for us or for one of our suppliers. Such staff maybe engaged in, among other things, the provision of support services. By submitting your personal data, you agree to this transfer, storing or processing.

In particular, your data may be accessible to i) Workable’s staff in the USA or ii) may be stored by Workable’s hosting service provider on servers in the USA as well as in the EU. The USA does not have the same data protection laws as the United Kingdom and EEA. A Data Processor Agreement has been signed between Workable Software Limited and its overseas group companies, and between Workable Software Limited and each of its data processors. These data processor agreements are designed to help safeguard your privacy rights and give you remedies in the unlikely event of a misuse of your personal data.

If you would like further information please contact [recruitment@enermech.com](mailto:recruitment@enermech.com). Except as described in this candidate privacy notice, we will not otherwise transfer your personal data outside of the United Kingdom or EEA or to any organisation (or subordinate bodies) governed by public international law or which is set up under any agreement between two or more countries.

## 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

We will retain your personal information for a period of 24 months after we have communicated to you our decision about whether to appoint you to 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 our data retention policy.

We only keep your personal information for as long as reasonably necessary to fulfil the relevant purposes for which they were collected and to comply with our legal and regulatory obligations.

## Your rights in connection with personal information

Under certain circumstances, by 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. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **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 [compliance@enermech.com](mailto:compliance@enermech.com) in writing.

## **Right to withdraw consent**

When you applied for this role, you provided consent to us processing your personal information for the purposes of the recruitment exercise. You have the right to withdraw your consent for processing for that purpose at any time. To withdraw your consent, please contact [\*\*recruitment@enermech.com\*\*](mailto:recruitment@enermech.com). Once we have received notification that you have withdrawn your consent, we will no longer process your application and, subject to our retention policy, we will dispose of your personal data securely.

## **Data protection officer**

If you have any questions about this privacy notice or how we handle your personal information, please contact [\*\*compliance@enermech.com\*\*](mailto:compliance@enermech.com). 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.