



We're providing you with this privacy policy to help you understand how we collect, store and use your personal information during our recruitment activity. This is in line with the UK Data Protection Act.

Where ENERMECH UK Limited is your recruiting entity, it acts as the Data Controller which means that we are responsible for deciding how we hold and use personal information about you. Where your recruiting entity is another ENERMECH entity, that entity will act as the Data Controller and ENERMECH UK may act as the Data Processor providing HR Services on behalf of the applicable ENERMECH employing or recruiting entity.

In this Recruitment Privacy Notice references to "we" or "us" or "ENERMECH" are to ENERMECH UK Limited, or your ENERMECH employing or recruiting entity.

1. Personal information that we collect:

ENERMECH collects and processes your personal data for the purpose of recruitment and your potential employment with/engagement by ENERMECH. We are also obliged to process personal data for legal and regulatory purposes, such as for conducting certain background checks if applicable

Examples of information we may collect:

- Name
- Address, and evidence of it
- Gender
- Contact details, including your email address and telephone number
- National Insurance Number
- Information as shown on your Curriculum Vitae (including, current Business Title/Job Title, Grade/Level, Employment history, employment references and Education history, qualifications and relevant achievements)
- Financial information which could include credit history (if relevant for role), reward and overall current and requested salary package
- Picture (copy of your ID documentation such as a passport)
- CCTV image capture if you enter our premises for an interview
- Background checks, via a third-party specialist provide, if applicable
- Aptitude testing of cognitive abilities through psychometric testing

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

- Health data (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).
- Health & Safety related information, where relevant.
- 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.

2. Where is your personal information collected from?

Most of the personal information that we hold about you is provided by you. In addition, we may collect data from:

- Official authorities (for financial, immigration, directorship and criminal history)
- Your previous employers
- Your attended education institutions
- HMRC or local tax authorities
- The recruitment agency/employment business, if applicable.

3. What do we do with your personal information?

Your information is used to assess and administer your application to work at ENERMECH, and more specifically:

- Contacting you as a potential candidate
- Conducting interviews
- Assessing the suitability of you as a potential candidate
- Doing background checks as applicable
- Preparing your contractual documentation
- Internal procedures to onboard
- Monitoring and reviewing ENERMECH's recruitment practices

4. The legal basis for collecting your personal information

We typically collect and use this information for the following legally permitted purposes:

- Generally we process your data in recruitment based on our *legitimate interest*, when we initiate contact with you, to assess your skills, qualifications and suitability for the role. It is in our *legitimate interests* to decide whether to appoint you to the role applied for since it would be beneficial to our business to appoint someone else to that role.
- during the recruitment process when we offer a role and you indicate that you are interested in proceeding, our lawful basis for processing your data will also be preparing to *enter into a contract* with you, and a *legal obligation* to process certain data, such as for conducting background checks.
- It may be necessary to process special categories of data or criminal conviction data as part of the recruitment process.

- There may be some limited circumstances in the recruitment process where it is appropriate to seek *your consent*, for example retaining your CV for future opportunities if you have been unsuccessful with your initial application, or if you take part in equal opportunities monitoring. You may withdraw your consent at any time.
- In exceptional cases, we may process your data for the protection of a *vital interest* of yourself or another person.

5. Sharing your personal information with other parties

As well as sharing data within ENERMECH insofar as this is necessary for the purposes described in this policy, 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.

We also disclose your information to the third parties listed below for the purposes described in this Privacy Policy. This might include:

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

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 (see section 9).

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.

6. How long do we keep your personal information for?

We will only keep your personal information for as long as reasonably necessary to fulfil the relevant purposes set out in this [privacy](#) policy and to comply with our legal and regulatory obligations.

7. Your rights on your personal information

Data protection legislation gives you the following rights:

- to ask what personal information is held about you and to request a copy;
- to ask for any personal information to be corrected, where such data held is not accurate;
- in limited circumstances, to ask for personal information to be deleted or for the processing of your personal information to cease;

- to request that certain types of personal information held about you is sent to you or another organisation, in a format that can be read electronically;
- to withdraw your consent to process your personal information, where that processing is based on your consent;
- to request to restrict the processing of your personal information in certain circumstances.

Exercising these rights is subject to certain restrictions under data protection legislation. For further information about these rights, you should write to us using the contact details in section 12.

8. Security measures.

We apply appropriate security measures to protect your privacy and data:

- We ensure that data is transferred and disclosed using secure means.
- All of the data transfers are also covered with appropriate legal safeguards, such as Binding Corporate Rules, (“BCR”) which are inter-ENERMECH agreements.
- We also have contractual agreements with third party data processors, who are required to adhere to privacy and security standards and policies.
- We predominantly maintain your data within the EEA however, where your data is processed outside the EEA, such as by third party suppliers in Australia, India or the United States, we ensure those parties have entered into contractual clauses which ensure a legally compliant level of protection. In some circumstances when transferring data to the US we may rely on the Privacy Shield as an appropriate safeguard.
- Where applicable, we use encryption, anonymization and pseudonymisation.
- We limit the amount of data processed, to what is necessary for the purpose for which we collect the data.
- We follow ENERMECH’s data retention, privacy and security policies.

9. Complaints

In the first instance if you are unhappy at any stage with how ENERMECH is using your personal information, please contact ENERMECH’s designated compliance mailbox compliance@enermech.com . It is also your right to be able to lodge a complaint with the Information Commissioner's Office (www.ico.org.uk).

10. Changes to our privacy policy

This Privacy Policy is subject to regular review and may be updated from time to time. This version applies from December 2021.

11. Contact us

If you have any questions about how your personal information is used, please feel free to contact us at the following address:

Compliance Department

ENERMECH UK Limited

EnerMech House, Howes Rd, Aberdeen AB16 7AG.