

Privacy notice for job applicants

As part of any recruitment process, Unipart Rail (referred to in this notice as “Unipart”, “we”, “us” and “our”) collects and processes personal data relating to job applicants. Unipart is committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

1.0 What information do we collect?

Unipart collects a range of information about you. This includes:

- Your name, address and contact details including telephone numbers and personal email addresses
- details of your qualifications, skills, experience and employment history;
- 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 including passport and/or work permit/visa details
- Your CV or covering letter
- Your gender – to enable us to monitor recruitment statistics
- Information about your educational and other qualifications
- Results of psychometric testing
- Notes and result from interviews and other recruitment/assessment processes
- Your photograph where it may be required to as part of an assessment centre process

We may also collect, store and use the following “special categories” of more sensitive personal information:

- Information about criminal convictions and offences where it is required for screening purposes (we will only collect information about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so) including driving offences.
- Your ethnic origin
- Pre-employment drug test results where there is a positive

2.0 How do we collect your personal information?

We collect personal information in a variety of ways. For example, for example, personal data might be contained in application forms, CVs or covering letters/emails (received directly from you or from a third party such as a recruitment or employment agency), obtained from your passport or other identity documents, collected through interviews or

other forms of assessment, including online tests or where you have put information in the public domain – for example through a professional profile on LinkedIn.

Some personal information about you will be collected from third parties such as references supplied by former employers, information from employment background check providers and information from criminal records checks.

3.0 How do we use personal information about you?

We will only use your personal information when the law allows us to. Unipart needs 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.

In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

Unipart 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 may also need to process data from job applicants to respond to and defend against legal claims.

Unipart may process special categories of data, such as information about ethnic origin to monitor recruitment statistics. We will also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. Unipart processes such information to carry out our obligations and exercise specific rights in relation to employment.

For some roles, Unipart is obliged to seek information about criminal convictions and offences. Where we seek this information, we do so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment.

Unipart will not use your data for any purpose other than the recruitment exercise for which you have applied.

4.0 Who has access to your personal data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers and assessors 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.

Unipart will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. The organisation will then share your data with former employers to obtain references for you.

Where it is legal requirement to do so, we will also share your personal information with employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

Unipart will not transfer your data outside the European Economic Area (EEA).

5.0 How do we keep your personal data secure?

Your personal data will be stored in a range of different places, including on your application record or recruitment file, in HR management systems and on other IT systems (including email).

Unipart takes the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

6.0 How long do we keep your personal data for?

If your application for employment is unsuccessful, Unipart will hold your personal data on file for six months after the end of the relevant recruitment process. If you agree to allow the organisation to keep your personal data on file, the organisations will hold your data on file for a further 6 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 personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

7.0 What are your rights in relation to your personal data?

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

- access and obtain a copy of your personal data on request;
- require Unipart to change incorrect or incomplete personal data;
- require Unipart to delete or stop processing your personal data, for example where it is no longer necessary for the purposes of processing; and
- object to the processing of your personal data where Unipart is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact Lucy Weaver, HR Director, Lucy.Weaver@unipartrail.com.

If you believe that Unipart has not complied with your data protection rights, you have the right to lodge a complaint with the Information Commissioner's Office, which is the UK data protection regulator. More information can be found on the Information Commissioner's Office website at <https://ico.org.uk/>.