



Job Applicant Privacy Notice (compliant with GDPR)

As part of any recruitment process, Flomatik Network Services Ltd (referred to as "FNS" or "The Company" throughout this notice) collects and processes personal data relating to job applicants. The Company is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information do we collect?

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

- your name, address and contact details, including email address and telephone number;
- 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;
- information about your entitlement to work in the UK.

FNS may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment. We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties 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, including on your application record, in HR management systems and on other IT systems (including email).

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

FNS 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 our obligations and exercise specific rights in relation to employment. 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 keeping 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 Resourcing 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 may also share your data with a client as part of the recruitment process if the role for which you have applied will involve you in the provision of professional services to the client. We will not share your data with

any other third parties, unless your application for employment or contract is successful and we make you an offer of employment or contract through a Limited Company or Umbrella Company. We will then share your data with former employers to obtain references for you and/or employment background check providers to obtain necessary background checks. Following offer of employment or contract we may also share your data with third party providers, bound by obligations of confidentiality. This includes but is not limited to payroll, IT, security vetting and legal service providers.

How does FNS protect data?

We take 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.

For how long does FNS keep data?

If your application for employment is unsuccessful, the Company will continue to hold your data on file for as long as you wish us to retain your data after the end of the relevant recruitment process. If you agree to allow us to keep your personal data on file, we will hold your data for consideration for future employment opportunities or until you withdraw your consent, when we will delete your data. You will be asked when you submit your CV whether you give us consent to hold your details. Also see: 'What procedures do we have in place to delete data when required to do so?'

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

What procedures are in place to delete data when required to do so?

You can request the removal of your personal data by sending an email to hr@flomatik.co.uk. All requests are actioned within 48 hours of the request with all personally identifiable information (PII) being deleted from all of our systems.

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 processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where FNS is relying on its legitimate interests as the legal ground for processing.
- ask us to transfer your data to another organisation

If you would like to exercise any of these rights, please contact hr@flomatik.co.uk. If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner at ico.org.uk.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to FNS during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.