

## JOB CANDIDATE PRIVACY NOTICE

### 1. What is the purpose of this document?

This document informs you of how and why your personal data will be collected and used and how long it will usually be retained for etc, as such information must be provided under the General Data Protection Regulation (EC) 2016/679 and applicable data protection laws and regulations (“Data Protection Laws”). You are being provided with a copy of this privacy notice because you are applying for a job role with us (whether as an employee, worker or contractor). We SERVERS.COM including our affiliate and subsidiary entities (“we” “our”) are a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you.

### 2. 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.

### 3. 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:

- a) The information you have provided directly to us or is available on your profile on LinkedIn if you apply through LinkedIn or has been provided to us in your curriculum vitae and covering letter or any information provided to us by a recruitment agency or broker, as applicable.
- b) Any information you provide to us during an interview.

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

- a) Information about criminal convictions, offences or bankruptcy.
- b) Information about your health, where this is relevant to the job role you have applied for.

### 4. How is your personal information collected?

We collect personal information about candidates from the following sources:

- You, the candidate.
- Recruitment agency, from which we collect curriculum vitae (in relation only to academic qualifications, working experience, education)
- Your named referees;
- Information about you which is in the public domain and is made available on job related website/platforms etc. or any other website or platform you provide to us.

### 5. How we will use information about you

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

- Assess your skills, qualifications, and suitability for the work.
- 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.

*If you fail to provide personal 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.

### 6. How we use particularly sensitive personal information

We will use your particularly sensitive personal information in the following ways:

- We will use information about your disability or health status, to the extent that you have informed us of this, to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during an interview.

*Information about criminal convictions.* We envisage that we may process data in relation to criminal convictions where this is deemed necessary for the role you applied for.

## **7. Automated decision-making**

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

## **8. Data sharing**

We will share your personal information within our group of companies in case of recruitment. Your data provided hereunder may be transferred outside of the EEA as some of our affiliates and subsidiaries may be located outside of the EEA but always in accordance with the applicable data protection laws and regulations. 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-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.

## **9. Data security**

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorized 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 supervisory authority of a suspected breach where we are legally required to do so.

## **10. Data Retention**

We will retain your personal information for a period of twelve (12) months after we have communicated to you our decision about whether to appoint you to a role or not.

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 Data Protection laws.

If you wish us to retain your personal information on file, on the basis that a further opportunity may arise in future and you may wish us to consider you for that, you should provide us with your explicit consent to retain your personal information for a fixed period on that basis.

## **11. Rights of access, correction, erasure and restriction**

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 (commonly known as “a right to be forgotten”). This enables you to ask us to delete personal information where there is no good reason for us continuing to process it.
- **Object to processing** of your personal information (commonly known as “a right to object”) where we are relying on a legitimate interest and there is something about your particular situation which makes you want to object to processing on this ground.
- **Request the restriction** of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, in case, inter alia, the accuracy of your personal data which we collect is disputed.
- **Request the transfer** of your personal information to another party (commonly known as “a right to data portability”).

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 or you may have any queries regarding the present notice or the way we process your personal data, please contact the Human Resources Officer in writing via email address [recruitment@servers.com](mailto:recruitment@servers.com).

## **12. Right to withdraw consent**

You have the right to withdraw your consent for processing your personal information for the purposes of the recruitment exercise at any time. To withdraw your consent, please contact the Human Resources Officer. 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.

You have the right to make a complaint at any time to your local Data Protection Commissioner’s Office.

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