



RSK Group Limited: Recruitment Privacy Notice

RSK Group Limited and each of its subsidiary companies (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 how and why your personal data will be used, namely for the purposes of the recruitment exercise, your rights in relation to that personal data, how long it will usually be retained for and other information we are required by law to notify to you.

For the purposes of the recruitment process we are the Data Controller, and we will comply with data protection law and principles and a copy of our Data Protection Policy is available on request.

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:

- The information you have provided to us in your curriculum vitae and covering letter.
- The information you have provided on our application form, including name, title, address, telephone number, personal email address, date of birth, gender, employment history, qualifications, personal achievements and interests, photographs.
- Information you provide to us during an interview.
- Information generated by us in the course of assessing your suitability to work for us, conducting interviews, and, if successful, offering you a position and onboarding, Identification documentation, National Insurance number, Right to Work data, references, etc.
- Information provided to us by third parties in relation to your suitability to work for us (see below).
- Aptitude, skills and psychometric scores and results.

We may, where it is lawful to do so, also collect, store and use the following types of more sensitive personal information:

- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.
- Information about your health, including any medical condition, health and sickness records.
- Information about criminal convictions and offences

How is your personal information collected?

We collect personal information about candidates from sources including you (the candidate), recruitment agencies, background check providers, credit reference agencies, Disclosure and Barring



Service (in respect of criminal convictions), your named referees and third parties holding personal data in a publicly accessible source such as LinkedIn and Facebook etc.

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 recruitment processes.
- Comply with legal or regulatory requirements.
- We need to process your personal information to decide whether to enter into a contract with you and we have a legitimate interest in assessing your suitability for work and deciding whether to appoint you.

If you fail to provide personal information

If you fail to provide information requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we may not be able to process your application accurately or successfully.

Automated decision making (ADM)

We may use automated decision-making (ADM) in certain HR processes (e.g., recruitment screening). Where ADM is used, you will be informed, provided with meaningful information about the logic involved, and notified of the significance and consequences. You have the right to contest decisions made solely by ADM, request human intervention, and express your point of view. ADM involving special category data will only occur where permitted by law or with your explicit consent, and additional safeguards will apply.

How we use particularly sensitive personal information and criminal conviction information

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

- We will use information about any notified disability status to consider whether we need to make appropriate adjustments during the recruitment process.
- We may use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.
- We will collect information about your unspent criminal convictions history. We are entitled to carry out a criminal records check in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for the role.



We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such data.

Third Parties

We will only share your personal information with third parties to the extent necessary for the purposes of processing your application. All our third-party service providers and other entities in the RSK Group are required to take appropriate security measures to protect personal information in line with our policies. We do not allow our third-party service providers to use or otherwise access or process 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 relating to your application or, if successful, employment.

Our online recruitment portal through which you make an application via our website is supplied by Net-Worx (2001) Ltd (trading as Networkx). If you have any queries regarding the portal, Networkx can be contacted at: The Engine House, Wharfbank Business Centre, Ilkley Road, Otley, LS21 3JP. The Data Protection Officer for Networkx is Rob Baker and can be contacted at dpo@networkxrecruitment.com.

If you submit information using the online recruitment portal, by email or otherwise your personal data and other information will be processed in accordance with this privacy notice.

Only our authorised personnel with a need to know and are involved in the recruitment process have access to personally identifiable information submitted through the portal.

How long will we retain your personal information?

If your application is ***not successful***, your personal data will be retained:

- I. If you apply directly to RSK through an advertisement or in response to an open vacancy listing, for a period not exceeding 2 years from your application date: or
- II. If your application is referred from an Agency engaged to work on a vacancy for RSK, for a period of 6 months from your application date.

Unless you request that your data be retained following the appropriate period, you will be sent an automated email asking if you wish your details to be retained. If you do not respond to the email to confirm you wish to remain active, your candidate account will automatically be deactivated. You can also deactivate your account at any time. At the point of your account being deactivated, your data will be fully anonymised. This is so RSK can retain data for statistical purposes. All personal information will be removed.

We retain your personal information for that period for legal reasons and in order to show that we have conducted the recruitment exercise in a fair and transparent way.

If you ***are successful*** in your application, your recruitment information will be transferred to your personnel file and you will receive our Privacy Notice for Employees, Workers and Contractors which explains how long your personal information will be kept for and the processing activities which will be undertaken in relation to your employment.



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 and that it is correct.
- **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 deletion** of your personal information. This enables you to ask us to delete or remove personal information where there is no lawful 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), or have withdrawn your consent
- **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.
- **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 (in some circumstances).
- **Right to withdraw** consent of your personal information being collected, processed or transferred where you have previously provided consent for that specific processing at any time (in limited circumstances).
- **Right to complain**, to make a complaint to RSK, or to the Information Commissioners Office (ICO) or seek judicial remedy.

How to exercise your rights?

If you want to exercise the above rights in relation to your personal information please email us at HRCompliance@rsk.co.uk. For data subject access requests, we ask that you complete our Data Subject Access Request Form which is available on request. This is help us deal with your request more easily.

If you have concerns about how we handle your personal information, you have the right to raise a data protection complaint with us in the first instance. Complaints should be submitted in accordance with our Data Protection Complaints Procedure, details of which are available on request via HR Compliance.

We will investigate and respond to your complaint without undue delay. If you remain dissatisfied with our response, you have the right to escalate your complaint to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection, or to seek a judicial remedy. Further information about how to complain to the ICO is available at www.ico.org.uk



You will not normally need to pay a fee to exercise any of these rights. However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

Contact Us

If you have any questions about this Privacy Notice or how we handle your personal information, please write to our HR Compliance team at HRCompliance@rsk.co.uk. We have appointed our Data Protection Committee to oversee compliance with data protection legislation and best practice, they can be contacted at privacy@rsk.co.uk.

This Privacy Notice is issued by RSK Group Limited, Spring Lodge, 172 Chester Road, Helsby, Cheshire, WA6 0AR.