



Information Notice for Candidates and Consultants

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This notice explains how we handle your personal information when you apply for a position with us, when we add you to our database of potential consultants or put you forward for a client assignment. We have tried to set out the information as clearly as possible but if you find any part of this notice unclear or have further questions about how we will handle your personal information please do not hesitate to contact us.

Who We Are and How You Can Contact Us

We are Atalian Servest Limited (company number 06355228).

You can contact us: in writing at: Data Protection Officer, Atalian Servest Limited, Vicon House, 2 Western Way, Bury St Edmunds, Suffolk IP33 3SP

by email at: Data.gb.servest@atalianworld.com

or by telephone on 0800 614678

What Personal Information Do We Collect About You?

We may collect, store, and use your personal information when you apply for a position with us and your information is added to our database of potential employees or workers. This may include:

- Personal information that you provide to us

You will share personal information with us when you provide us with a copy of your CV or application form and during the communications we have with you while considering your application for a position with us or adding you to our database of potential employees or workers. The personal information that you provide to us may include your name, address, telephone numbers, date of birth, e-mail address, qualifications, work and education history, salary information and history, details of any disciplinary proceedings, trade union membership, criminal records and convictions, your eligibility to work, your opinions and preferences, career goals or ambitions and diversity and equality monitoring information. If we interview you, we may also retain written interview notes, including details of our opinions regarding your performance during an interview.

- Personal information that we receive from third parties

It is likely that the personal information you provide to us directly, will be supplemented by additional personal information that we receive from third parties while considering your application for a position with us, deciding to add you to our database of potential employees or workers. For example, we may collect references about you from your named referees. We may also receive your CV or your details direct from recruitment agencies, sponsors or colleges, LinkedIn or CV watchdog websites.

What Do We Use Your Personal Information For?

We will use your personal information to:

- communicate with you and provide you with the information that you request from us;
- manage and administer the recruitment process and our database of potential employees or workers (including to assess your suitability for vacancies or assignments, undertake background or reference checks, prepare contracts and to obtain references and feedback);
- ask if you would like to introduce friends or contacts to us who may wish to be added to our database of potential employees or workers (unless you advise us that you do not wish to be contacted for this purpose);
- manage and administer our business;
- and comply with legal or regulatory requirements.

Data collected from third parties is combined with the personal information that you provide to us and used for the purposes described above.

We shall process your personal data on the basis that it is necessary to comply with a legal obligation, to take specific steps before entering into a contract with you or for our legitimate interests (for running our business and administering the recruitment process and deciding whether to appoint you to a role and whether to enter into a contract of employment with you.)

How We Use Particularly Sensitive Personal Information

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

- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.
- Trade union membership (only where you have mentioned this in your application e.g. where you list being a union representative in “positions of responsibility”).
- Information about your health, including any medical condition, health and sickness including pre-employment screening.
- Biometric data, which includes data collected by facial recognition systems.
- Information about criminal convictions and offences.

We need further justification for processing these “special categories” of sensitive personal information and may only process such personal information:

- when we need to carry out our legal obligations, where processing is lawfully authorised, or to exercise rights in connection your application or addition to our database. For example, we will use information about your physical or mental health, or disability status, to ensure your health and safety in the workplace and to assess your fitness to work, to provide appropriate workplace adjustments, to monitor and manage sickness absence and to administer benefits.
- if it is needed in the public interest: for example, we will 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 equality and diversity monitoring and reporting.
- in limited circumstances, with your explicit consent. However, we do not need your consent to use special categories of your personal information to carry out our legal obligations or exercise specific rights in the field of employment law. In limited circumstances, we may approach you for your written consent to allow us to process certain particularly sensitive data. If we do so, we will provide you with full details of the information that we would like

and the reason we need it, so that you can carefully consider whether you wish to consent. You should be aware that it is not a condition of any offer of employment with us that you agree to any request for consent from us.

Who Might We Share Your Personal Information With?

We will share your personal information with current or potential clients with whom you may be placed on an assignment and any sub-contractors or suppliers we use while vetting applicants.

We will also share your personal information with other entities in our group to administer your application or contract with us, as part of our regular reporting activities on company performance, in the context of a business reorganisation, group restructuring exercise, for system maintenance support and hosting of data.

We may also share your personal information if:

- we are under a duty to disclose or share your personal data in order to comply with any legal obligation or in order to enforce any legal rights or agreements we enter into with you or to protect the rights, property, or safety of our clients, ourselves or others. This includes exchanging information with other companies and organisations for the purpose of fraud protection;
- we sell or buy any business or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or asset.

Are You Legally Obligated to Provide Us with Your Personal Information?

You are not under any legal obligation to provide us with any of your personal information but please note that if you elect not to provide us with your personal information we may be unable to consider you for a position with us or add you to our database of potential employees or workers.

Do We Need Your Consent to Use Your Personal Information?

Whilst we always want you to be aware of how we are using your personal information, this does not necessarily mean that we are required to ask for your consent before we can use it. In the day to day running of our business we may use your personal information without asking for your consent because:

- we are considering entering a contract of employment, consultancy contract or other work arrangement with you;
- we are required to take certain actions to meet our legal or regulatory obligations e.g. confirming your “right to work” in the UK;
- we need to use your personal information for our own legitimate purposes (such as the administration and management of our business, identifying potential consultants to add to our database and the improvement of our services and network) and our doing so will not interfere with your privacy rights.

In exceptional circumstances, we may wish to use your personal information for a different purpose which does require your consent. In these circumstances, we will contact you to explain how we wish to use your personal information and to ask for your consent. You are not required to give consent just because we ask for it. If you do give consent, you can change your mind and withdraw it at a later date. Please see “Your rights and how can you control the information we hold about you” below.

Do We Use Your Personal Information for Marketing Purposes?

We will not use your personal information for marketing purposes unless you have specifically asked us to do so by ticking a marketing preferences box. If you have asked us to send you marketing materials, we will only do so via the specific means of communication you have asked us to use.

As part of our network of potential employees and workers, we will email you from time to time to ask if you wish to introduce any friends or contacts who may wish to be added to our database of potential employees or workers. If you do not wish to receive such emails from us, please reply and request to unsubscribe and we will make sure you no longer receive these emails.

How Do We Keep Your Personal Information Safe?

We take every care to ensure that your personal information is kept secure. The security measures we take include:

- only storing your personal data on our secure servers or in a secure cloud environment; ensuring that our staff receive regular data security awareness training;
- keeping paper records to a minimum and ensuring that those we do have are stored in locked filing cabinets on our office premises;
- maintaining up to date firewalls and anti-virus software to minimise the risk of unauthorised access to our systems;
- enforcing a strict policy on the use of mobile devices and out of office working; limiting access to data on a need to know basis.

How Do We Ensure Your Personal Information is Protected if it is Sent Outside the European Economic Area (EEA)?

We, or our sub-contractors, may transfer your personal information to, and store it at, a destination outside the EEA, including Atalian Servest group companies based in the UK. In all such cases, we shall ensure appropriate safeguards are put in place to protect your personal data and your rights and freedoms.

Where we or our sub-contractors use IT systems or software that is provided by non-UK companies, your personal data may be stored on the servers of these non-UK companies outside the EEA.

In all cases where your personal data is transferred to a destination outside the EEA, we will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this notice by applying adequate safeguards, which may include entering into binding corporate rules or the use of standard contractual clauses approved by the Information Commissioner's Office.

How Long Do We Keep Hold of Your Personal Information?

We update our databases periodically to ensure that we are not retaining personal information for longer than we need it.

We undertake a database review and cleanse every 12 months and will automatically flag and remove your details if our records show that there has been no communication between us for 6 months or more at the point that a database review is undertaken. If you wish for us to remove your details from our database earlier than this you can contact us at any time to request this by email Data.gb.servest@atalianworld.com, by post Vicon House, 2 Western Way, Bury St Edmunds, Suffolk IP33 3SP or by telephone +44 0800 614678.

If you are employed by us we will retain the personal information that we collected about you during the recruitment process. During the course of your employment with us we will also collect additional personal information in relation to the ongoing management and administration of your employment which will be stored and handled separately in accordance with our internal staff policies and procedures.

Automated Decision Making and Profiling

We will not use your personal information to make automated decisions about you or to profile you.

Your Rights and How You Can Control the Information We Hold About You

You have a legal right to know what personal data we hold about you - this is called the right of subject access. You can exercise this right by sending us a written request at any time. Please mark your letter "Subject Access Request" and send it to us by email to Data.gb.servest@atalianworld.com or by post to the Data Protection Officer, Atalian Servest Group Limited, Vicon House, 2 Western Way, Bury St Edmunds, Suffolk IP33 3SP.

You may also have the right to exercise one or more of the following rights:

- to prevent your personal data being used for marketing purposes;
- to have inaccurate personal data corrected, blocked or erased;
- to object to decisions being made about you by automated means or to your personal data being used for profiling purposes;
- to object to our using your personal data in ways that are likely to cause you damage or distress; restrict our use of your personal data;
- to require that we delete your personal data;
- to require that we provide you, or anyone that you nominate, with a copy of any personal data you have given us in a structured electronic form such as a CSV file.

The above rights do not apply in all cases, particularly where personal data must be processed and/or retained for legitimate, legal or regulatory reasons.

If you want to exercise any of these rights, please contact the Data Protection Officer in writing. We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

You can find full details of your personal data rights on the Information Commissioner's Office website at www.ico.org.uk.

How to Make a Complaint

If at any time, for any reason, you are unhappy with how we hold or process your personal information, please raise your concerns with us immediately.

You are also entitled to make a complaint to the Information Commissioner's office at www.ico.org.uk. Whilst you are not required to do so, we encourage you to contact us directly to discuss any concerns that you may have and to allow us an opportunity to address these before you contact the Information Commissioner's Office.

How We Keep This Notice Up to Date

We will review and update this notice from time to time. This may be to reflect a change to our internal procedures or it may be to reflect a change in the law. The most current version of this notice will govern our processing of your personal data.

If while we still hold your personal information we make a change to this notice which, in our sole discretion is material, we will notify you by the most appropriate method relevant to you.