



**Numatic**

# **Recruitment Privacy Notice**

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## 1. INTRODUCTION

Numatic is committed to protecting the privacy and security of the personal information that you share with us or we generate through the recruitment process.

This Recruitment Privacy Notice ("Privacy Notice"):

- describes how we collect and use your personal information during the recruitment process.
- does not form part of any contract of employment that we may offer to you at the conclusion of the recruitment process.

This Privacy Notice only applies to the personal data of job applicants, potential candidates for employment, and those who participate in our recruiting programs and events.

This personal data is submitted directly to us through the online application process and follow-up communications and/or through alternative channels (e.g., via professional recruiting firms).

## 2. PERSONAL DATA WE COLLECT

We may collect personal data directly from you when you apply for a role with us or, in some cases may collect information from professional third party first that have been engaged to assist us with specific roles.

In each case, we will collect:

- your name
- address
- contact information
- work and educational history
- achievements
- identity documents, and
- test or assessment results that we ask you to complete throughout the process

- photographs and videos taken throughout the process

We may also collect information from third parties such as information from:

- your references
- prior employers
- Numatic International employees with whom you have interviewed or who recommended your candidacy.

We may also collect personal data about you online to the extent that you have chosen to make this information publicly available. For example, we may find your profile on professional social media websites (such as LinkedIn) and contact you about suitable roles.

We may also collect from you some more sensitive persona information about you such as information about your:

- ethnicity
- health (Including any disability you may have)
- trade union membership
- religious beliefs
- sexual orientation

In all cases we only collect such information where required to meet our Legal obligations or to enable us to make any reasonable adjustments that you require.

Under limited circumstances and to the extent permitted by applicable law, we may also collect sensitive personal information relating to health and medical characteristics, such as status of infection, test results, and vaccination status, to address our public health and workplace safety obligations and to protect the organisation and its employees.

### **3. USE OF YOUR PERSONAL DATA**

We collect and use your personal data for legitimate human resources and business management reasons, including:

- identifying and evaluating candidates for potential employment, as well as for future roles that may become available
- maintaining records in relation to recruiting and hiring
- ensuring compliance with legal requirements
- fostering our diversity and inclusion programs and practices
- conducting background checks
- protecting our legal rights to the extent authorized or permitted by law; and protecting the workplace and communicating with medical professionals, law enforcement, or other public authorities in the event of an emergency or public health event, such as when the health or safety of you or one or more individuals may be endangered, including, to the extent permitted by applicable law, sharing data about the status of an infection, test results, and vaccination status
- we may also use your personal data for Numatic Internationals analytics purposes, including to improve our recruitment and hiring process and improve our ability to attract successful candidates

#### **4. LEGAL BASIS FOR PROCESSING YOUR PERSONAL DATA**

Our processing of your personal data for the purposes mentioned above is based:

- in part, on our legitimate business interests in evaluating your application to manage our relationship with you, to ensure that we recruit appropriate employees, and to evaluate and maintain the efficacy of our recruiting process more generally; and in operating our business and protecting the organisation and its employees
- in part, on our performing contractual and precontractual measures relating to our potential employment relationship with you
- in part, on our complying with applicable law with regard to personal data necessary to satisfy our legal and regulatory obligations, including with regard to public health and workplace safety

## **5. BACKGROUND SCREENING**

We do not perform criminal background checks however we do record any declared information on application forms.

This information is retained on the employees file and review is taken before offering an employment contract to ensure that any unspent convictions are will not put the organisations or its employees, customers or suppliers at risk.

## **6. AUTOMATED SORTING OF APPLICATIONS**

We do not currently use any automatic decision making as part of our recruitment processes, although we may use filtering questions in order to assist us with the administration and progression of your application throughout some stages of the application process.

## **7. DATA RETENTION**

If you accept an offer of employment with us, any relevant personal data collected during your pre-employment period will become part of your HR records.

If we do not employ you, we may nevertheless continue to retain and use your personal data for a period of 6 months for system administration purposes, to consider you for potential future roles, and to perform research. Thereafter, we retain a minimal amount of your personal data to record your recruiting activity with us.

To the extent that we have collected personal data, including sensitive personal data, for the specific purpose of fulfilling our legal obligations regarding public health or workplace safety, we will retain that data for the duration of those legal obligations. Thereafter, we retain a minimal amount of your personal data to establish our compliance with those obligations.

## 8. SECURITY

We have put in place appropriate security measures to protect the personal information you have entrusted to us, including putting in place systems and processes to prevent your personal information from being accidentally lost, altered, disclosed, or otherwise used or accessed in an unauthorised way.

We limit access to all personal information to those individuals or third parties who have a business need to access that information this includes access to any information stored in our HR System.

We have procedures to deal with any suspected data security breaches and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

## 9. YOUR RIGHTS

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes through the recruitment process.

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.

**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. This enables you to ask us to delete or remove personal information where there is no good 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.

**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 situation which makes

you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.

**Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you.

**Request the transfer** of your personal information to another party.

**Right to withdraw consent;** In the limited circumstances where we are processing your data on the basis of consent you have provided us, and we have no other legal justification or obligation to continue the processing, you have the right to withdraw your consent for that specific processing at any time.

If you have any questions about this privacy notice or how we handle your personal information, please contact the HR Team in the first instance ([hrteam@numatic.co.uk](mailto:hrteam@numatic.co.uk)). They will escalate this to the Data Protection Lead as required.

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection. You can find the ICO's contact details at <https://ico.org.uk/global/contact-us/>. However, we ask that you first contact the HR team so we can seek to resolve the issue.

## 10. SOCIAL MEDIA TOOLS

Our application process allows you to provide us with relevant personal data from information you have on third-party websites (such as LinkedIn and Indeed). If you choose to incorporate your personal data from third-party websites, it will be used in accordance with this Privacy Notice.

## 11. CONTACT DETAILS

For further information or to make a request in relation to your data please contact [HRteam@numatic.co.uk](mailto:HRteam@numatic.co.uk) or write to us at:



HR Team  
Numatic International  
Millfield Industrial Estate  
Chard  
Somerset  
TA20 2GB



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