

Vaioni Group Ltd Candidate Privacy Notice

As part of our application and recruitment process, we collect and process personal information about candidates. Vaioni Group Ltd is committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

What information do we collect?

In order to manage your application, we need to process certain personal 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;
- any permits or licences as required for the role;
- 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;
- your photograph from our visitor security process
- assessment results and interview notes

We collect this information in a variety of ways. For example, data contained in application forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

We may also collect personal data about you from third parties, such as references supplied by former employers or information from employment background checks. We will only request information from third parties once a job offer has been made to you and we will inform you that we are doing so.

Data will be stored in a range of different places, including on HR system, in secure shared drives and on emails.

Why do we process personal data?

We need to process your personal data to manage your application and assess your suitability for the role you have applied for.

Vaioni Group 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.

In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, to check a successful applicant's eligibility to work in the UK before employment starts.

During the process we also capture some sensitive personal data about you, e.g. disability information. We do this so that we can make reasonable adjustments to enable our candidates to apply for jobs with us, to take assessments, to attend interviews/assessment centres and to ensure we make any reasonable adjustments needed to support you when you join us, if your application is successful.

If your application is unsuccessful, we may keep your personal data on file in case any vacancies come up in future that suit your skills and experience. We will ask for your consent before we keep 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 recruitment team and managers and interviewers involved in the recruitment process.

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you, and for specific roles we would also share your data with the Disclosure and Barring Service to obtain necessary criminal records checks.

We will not transfer your data outside the European Economic Area.

How do we protect data?

Vaioni Group Ltd takes 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.

How long will we keep your data?

If your application for employment is unsuccessful, the organisation will hold your data on file for 6 months after the end of the relevant recruitment process. If you agree to allow the organisation to

keep your personal data on file, the organisations will hold your data on file for a further 6 months for consideration for future employment opportunities. At the end of that period or if you withdraw your consent, your data will be deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice for employees.

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 organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact a member of the HR team at HR@vaioni.com

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

Automated decision-making

Our recruitment processes are not based on automated decision-making.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to us 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.