



DATA PRIVACY NOTICE FOR JOB CANDIDATES

1. Introduction

References in this notice to 'ANGLE' or 'we' means ANGLE plc and all the ANGLE group companies (a list of which can be provided to you on request).

As part of any recruitment process, we collect and process personal information relating to job candidates. We are committed to being transparent about how we collect and use that information and to meeting our data protection obligations.

2. Data Protection Legislation and Principles

Data Protection Legislation means all applicable legislation in force from time to time in the United Kingdom applicable to data protection and privacy including, but not limited to, the retained EU law version of the General Data Protection Regulation ((EU) 2016/679) (the "UK GDPR"), as it forms part of the law of England and Wales, Scotland, and Northern Ireland by virtue of section 3 of the European Union (Withdrawal) Act 2018; the Data Protection Act 2018 (and regulations made thereunder); and the Privacy and Electronic Communications Regulations 2003 as amended.

Data Protection Principles

We will comply with data protection law and principles, which means that your information 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.
- Maintained only for as long as necessary for the purposes we have told you about, i.e. in relation to the recruitment exercise.
- Kept securely and protected against unauthorised or unlawful processing and against loss or destruction using appropriate technical and organisational measures.

3. The information we collect about you

Personal data, or personal information, means any information that relates to an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

There are certain types of more sensitive personal data which require a higher level of protection, such as information about a person's health or sexual orientation. Information about criminal convictions also warrants this higher level of protection.

In connection with your application for work with us, we will collect, store, and use a range of information about you. This includes:

- The data you have provided to us in your curriculum vitae (CV) and the personal data contained in your covering letter.
- Details of your qualifications, skills, professional memberships, experience and employment history.
- Whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process.
- Information from interviews and phone-screenings you may have.
- Information about your current level of remuneration, including benefit entitlements.
- Information about your entitlement to work in the UK.
- Any personal data provided to us about you by your referees.

We may also collect, store, and use the following types of more sensitive personal information:

- Information about your health, including any medical condition, health and sickness records.
- Information about criminal convictions and offences.

4. How your personal information is collected

We collect your personal information in a variety of ways. For example, data might be contained in CVs or cover letters, publicly accessible sources, such as LinkedIn, your passport or other identity documents, or collected through interviews or other forms of assessment.

We will also collect personal data about you from third parties, such as recruitment agencies, references supplied by former employers, and for certain roles we may collect information from employment background check providers and information from criminal records checks.

5. Why we process your personal information

We need to process your personal information to take steps at your request to decide whether to enter into a contract with you. We also need to process your data to enter into a contract with you.

In some cases, we need to process your data to ensure we are complying with our legal obligations.

We have a legitimate interest in processing your personal data during our recruitment process and for keeping records of this 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.

6. How we will use your personal information

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

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

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

- We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during a test or interview.
- We will use information about your health (such as your Hepatitis B vaccination status) for the purposes of our laboratory health and safety policies and procedures.

7. If you do not provide personal information

You are under no statutory or contractual obligation to provide personal information 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. If your application is successful, it will be a condition of any job offer that you provide evidence of your right to work in the UK and satisfactory references.

8. Who has access to your personal information

Your information will be shared internally for the purposes of our recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

We will only share your personal data with the following third parties for the purposes of processing your application: ANGLE plc group of companies and a search or recruitment agency used by us to fill the role. All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal data in line with our policies.

In case your data is transferred across country borders by us, we will make sure that suitable safeguards are in place to protect your personal data. What that means is that whoever we transfer data to will have to ensure the same levels of personal data protection that apply under the Data Protection Legislation.

9. How we protect your personal information

We take 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 personnel in the proper performance of their duties.

10. How long we keep your personal information

If your application for employment is unsuccessful, we will retain your personal information on file for six months after the end of the relevant recruitment process. We retain your personal information for that period on the basis that a further opportunity may arise in future and we may wish to consider you for that or 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 our data retention policy and applicable laws and regulations.

If your application for employment is successful, your personal information 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.

11. Your rights

As a data subject, you have the right to:

- Access and obtain a copy of your personal information on request.
- Require us to change incorrect or incomplete personal information.
- Require us to delete or stop processing your personal information, for example where the data is no longer necessary for the purposes of processing.
- Object to the processing of your data where we are relying on our legitimate interests as the legal ground for processing.
- Ask us to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override our legitimate grounds for processing data.

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, please contact our Data Protection Officer at DPO@angleplc.com in writing. It is important that the personal information we hold about you is accurate and current.

12. Responsibility for Data Protection in the UK

We have appointed a Data Protection Officer to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal data, please contact the DPO at DPO@angleplc.com. If you are unhappy with ANGLE's response or need any advice, then you should contact the [Information Commissioner's Office](#) (ICO).