 <b>Preservica</b> <small>Active digital preservation</small>	Privacy Policy (Employment Candidates)	Internal
ISO 27001 Data Protection Act 1998 EU GDPR Regulations		Doc ref: HRM-PY16

Preservica is committed to protecting your privacy and complying with the Data Protection Act 1998 and the EU General Data Protection Regulations.

Please read our Privacy Policy carefully as it describes our collection, use, disclosure, retention and protection of your personal information and your rights in respect of such personal data.

Where you provide Preservica with your personal information, you agree that we may collect, store and use it;

- based on our legitimate interest for processing (i.e. for internal administrative purposes);
- to fulfil our legal obligations; and
- based on your consent, which you may withdraw at any time, as described in this Privacy policy.

## 1 Personal Information

### 1.1 What will we do with the information you provide to us?

All of the information you provide during the recruitment process with Preservica will only be used for the purpose of fulfilling our obligations through the recruitment process, as your employer, our obligations as a processor to customers or to fulfil legal or regulatory requirements if necessary.

We will not share any of the information you provide during the recruitment process with any third parties for marketing purposes or store any of your information outside of the European Economic Area. The information you provide will be held securely by us and / or our data processors whether the information is in electronic or physical format.

### 1.2 What information do we collect, and why?

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary.


The information we collect is used to ensure we fulfil our obligations as an equal opportunities employer and will depend on your circumstances, your potential role at Preservica, legal requirements, and may include:

Type of Information	Examples
<b>Information about you</b>	Name, address, nationality, gender, details of any disabilities, work restrictions and / or required accommodations
<b>Information to contact you at home</b>	Name, address, telephone and e-mail address
<b>Information to identify you</b>	Passport and proof of address.
<b>Information about your suitability to work for us</b>	Curriculum vitae, references, interview notes, work visas, ID information such as passport details, psychometric tests
<b>Information about your skills and experience</b>	Qualifications, skills, training

### 1.3 How we will use the information about you

We may use your personal data in the following ways:

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- To fulfil our part of the recruitment process;
- To prepare a Contract of Employment and Job Offer letter
- To help improve the operation of and manage the performance of our business;
- To prevent, detect and prosecute fraud and other crime;
- To comply with legal obligations e.g. HMRC etc; &
- For any other purpose for which you give us your consent to use your Personal Data.

We may also share your personal data:

- With our employees, and /or professional advisors (lawyers, tax consultants etc)
- With other companies within the Preservica group
- Where we are under a legal obligation to do so, e.g. where we are required to share information under statute, to prevent fraud and other criminal offences or because of a Court Order e.g. HMRC, the police, Companies House etc

## 1.4 Where we will store your personal information

Your personal information may be stored in both paper and digital form. Paper documents are stored in a locked cabinet and digital documents are stored on on-site servers and cloud-based systems.

## 1.5 How long we will retain your information?

We will not retain your information for longer than is necessary whilst complying with our legal and contractual responsibilities.

Personal data will be retained for the length of the recruitment process plus 1 year. If you are offered and accept a position with Preservica, your information will be retained in accordance with HRM-PY14 Privacy Policy (Current and former employees), a copy of which will be provided to you.

## 1.6 Where we source candidate information

We gather candidate information from the following sources.

- Recruitment Advertising
- Job boards
- Direct Recommendations
- Legitimate Social Media sources such as Linked In.
- Recruitment Agencies


# 2 Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, please contact the HR Manager.

You also have the right to:

- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- Object to processing of personal data on the basis of their particular situation
- Rectification of inaccurate personal data

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- In certain circumstances, request us to delete your personal data
- Obtain a copy of your personal data in a commonly used format
- Claim compensation for damages caused by a breach of the Data Protections regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioners Office at <https://ico.org.uk/concerns/>

### 3 Security

The security of your personal data is very important to us.

We will ensure that we have in place appropriate technical and organisational measures to prevent unauthorised or unlawful processing of Personal Data and against accidental loss or destruction of, or damage to Personal Data.

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