

CANDIDATE PRIVACY NOTICE

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CANDIDATE PRIVACY NOTICE

Data Protection Officer: CEO

1 BACKGROUND

1.1 As part of any recruitment process, Ubiquitek (RootWave) collects and processes personal data relating to job applicants. Ubiquitek (RootWave) is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

2 WHAT INFORMATION DOES UBIQUTEK (ROOTWAVE) COLLECT?

2.1 Ubiquitek (RootWave) collects a range of information about you. This includes:

- (a) your name, address and contact details, including email address and telephone number;
- (b) details of your qualifications, skills, experience and employment history;
- (c) information about your current level of remuneration, including benefit entitlements;
- (d) whether or not you have a disability for which Ubiquitek (RootWave) needs to make reasonable adjustments during the recruitment process;
- (e) information about your entitlement to work in the UK.

2.2 Ubiquitek (RootWave) collects this information in a variety of ways. For example, data might be contained in CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

2.3 Ubiquitek (RootWave) will also collect personal data about you from third parties, such as references supplied by former employers. Ubiquitek (RootWave) will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

2.4 Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

3 WHY DOES UBIQUTEK (ROOTWAVE) PROCESS PERSONAL DATA?

3.1 Ubiquitek (RootWave) needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

3.2 In some cases, Ubiquitek (RootWave) needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

3.3 Ubiquitek (RootWave) 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 Ubiquitek (RootWave) to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. Ubiquitek (RootWave) may also need to process data from job applicants to respond to and defend against legal claims.

3.4 Ubiquitek (RootWave) processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

3.5 Ubiquitek (RootWave) does not currently request any information relating to a special category.

3.6 If your application is unsuccessful, Ubiquek (RootWave) will keep your personal data on file in case there are future employment opportunities for which you may be suited. Ubiquek (RootWave) will ask for your consent before it keeps your data for this purpose, you are free to withdraw your consent at any time by contacting careers@rootwave.com.

4 WHO HAS ACCESS TO DATA?

4.1 Your information will be shared internally for the purposes of the 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.

4.2 Ubiquek (RootWave) will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. Ubiquek (RootWave) will then share your data with former employers to obtain references for you.

5 HOW DOES UBIQUEK (ROOTWAVE) PROTECT DATA?

5.1 Ubiquek (RootWave) takes the security of your data seriously. It has internal 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.

5.2 Where Ubiquek (RootWave) engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

6 FOR HOW LONG DOES UBIQUEK (ROOTWAVE) KEEP DATA?

6.1 If your application for employment is unsuccessful, Ubiquek (RootWave) will hold your data on file for no longer than 1 year after the end of the relevant recruitment process. If you agree to allow Ubiquek (RootWave) to keep your personal data on file, Ubiquek (RootWave) will hold your data on file indefinitely for consideration for future employment opportunities. At the end of that period or once you withdraw your consent, your data will be deleted or destroyed.

6.2 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.

7 YOUR RIGHTS

7.1 As a data subject, you have a number of rights. You can:

- (a) access and obtain a copy of your data on request;
- (b) require Ubiquek (RootWave) to change incorrect or incomplete data;
- (c) require Ubiquek (RootWave) to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- (d) object to the processing of your data where Ubiquek (RootWave) is relying on its legitimate interests as the legal ground for processing; and
- (e) ask Ubiquek (RootWave) to stop processing data for a period if the data is inaccurate or there is a dispute about whether or not your interests override Ubiquek (RootWave) legitimate grounds for processing data.

7.2 If you would like to exercise any of these rights, please contact Laura Wrench, Head of People at laura.wrench@rootwave.com or the DPO.

7.3 If you believe that Ubiquitek (RootWave) has not complied with your data protection rights, you can complain to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Helpline Number: 0303 123 1113.

8 WHAT IF YOU DO NOT PROVIDE PERSONAL DATA?

8.1 You are under no statutory or contractual obligation to provide data to Ubiquitek (RootWave) during the recruitment process. However, if you do not provide the information, Ubiquitek (RootWave) 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.