



Applicant Privacy Notice

October 2021

This privacy notice explains what Personal Data we gather about you in relation to your employment application and the recruitment process, how we use and disclose that data and your rights in relation to it.

Personal Data means any information about you from which you can be identified, it does not include any data from which your identity has been removed.

We recognise our obligations under data protection laws and we are committed to keeping your Personal Data safe and secure.

You should read this notice so that you understand how we will handle your Personal Data. Our aim is to only use and hold your Personal Data in the way you'd reasonably expect us to. We may need to update this privacy notice in the future so recommend that you review it throughout the recruitment process and each time that you apply for a job with us.

WHO WE ARE

We are the px group, a fully integrated infrastructure solutions business delivering improved operations performance of commercial and industrial facilities. We have several UK companies within the group which might hold and process your Personal Data relating to your application. A full list of the companies is available [here](#).

WHAT DATA DO WE GATHER ABOUT YOU?

In connection with your application and the recruitment process, we may process the following information about you, some of which may only be required if you are successful at interview or pre-employment checks are required:

- contact details – including your name, address, email, telephone number and emergency contact details
- date of birth
- national insurance number and tax details
- bank details
- marital status and beneficiary details
- training, qualifications and professional memberships
- CV, personal statement and employment history
- ID – passport or driving licence
- car registration
- records of performance in interview
- CCTV images whilst you are on our sites and information on which areas of sites you visit through our building and site access systems
- occupational health reports
- bankruptcy details
- previous names
- criminal history and DBS checks (where appropriate)
- relevant medical and health information
- drug and alcohol testing reports
- disability and reasonable adjustment requirements



- health screening results including, for example, temperature checks and information relating to COVID symptoms and exposure
- details of your visits to our website including, but not limited to, traffic data, location data, weblogs, IP address and other analytical data and the resources that you access.
- details of our other dealings we have with you.

HOW DO WE COLLECT YOUR DATA?

We may collect data about you from the following sources:-

- information you provide to us via direct interactions
- information you provide to us including via our website, telephone or in writing
- information we generate through our observation of our interactions with you
- information about you available from the internet including, for example Google and social media
- the Disclosure and Barring Service
- regulatory bodies (if you are a member of a registered profession)
- employment agencies
- third parties including occupational health providers, recruitment software providers and referees .

HOW DO WE STORE YOUR DATA AND KEEP IT SECURE?

We use reasonable and up to date security methods to keep your data secure and to prevent unauthorised or unlawful access to your Personal Data, and against the accidental loss of, or damage to, Personal Data. All information you provide to us electronically is stored on our secure servers and any tangible, sensitive Personal Data is stored in secure filing systems. Maintaining data security means guaranteeing the confidentiality, integrity and availability (for authorised purposes) of Personal Data.

- We have in place policies, processes, practices and technologies to maintain the security of all Personal Data from the point of collection to the point of destruction including processes and practices to deal with any security breaches. We will ensure your Personal Data is only accessible by those who need to see your data for their specific role. We will only transfer Personal Data to a third party if that third party agrees to comply with those practices and policies, or if they put in place adequate measures themselves.

HOW AND WHY WE WILL USE YOUR DATA?

We will usually only process your Personal Data where you have given your consent or, where the processing is necessary:

- to comply with our legal obligations;
- at your request to consider your application, suitability for a vacancy and potentially entering into a contract of employment with you;
- to pursue our legitimate interests (or those of a third party) in operating our business effectively and to improve our recruitment process.

HOW WE KEEP YOUR DATA ACCURATE

We will keep the Personal Data we store about you accurate and up to date. We will take every reasonable step to erase or rectify inaccurate data made known to us without delay. Please tell us if your personal details change or if you become aware of any inaccuracies in the Personal Data we hold about you.

HOW LONG WILL WE KEEP YOUR DATA?

We will not keep your Personal Data for longer than is necessary for the purpose(s) for which we process it.



Where your employment application is unsuccessful we will hold your data on file for 12 months from the date of your application. At the end of that period it will be deleted or destroyed (unless we need to retain it for a longer period to, for example defend any legal claims). If your application is successful and you accept an offer of employment with us, Personal Data gathered during the recruitment process will be transferred to your personnel file and administered in accordance with our company personnel and applicant privacy notice.

WHAT RIGHTS DO YOU HAVE IN RESPECT OF YOUR PERSONAL DATA?

You have the right to:

- request access to any Personal Data we hold about you
- request inaccurate Personal Data which we hold about you is rectified
- request that your Personal Data is erased
- request that we stop or put in place restrictions on processing of your Personal Data
- withdraw your consent the processing of your Personal Data
- be provided with copies of the Personal Data we have about you.
- object to certain types of processing, including processing based on legitimate interests (see above), automated processing (which includes profiling) and processing for direct-marketing purposes.

If you wish to exercise any of the rights set out above please contact our Data Protection Representative using the details set out at the end of this privacy notice.

WHO WILL HAVE ACCESS TO THE DATA WE HOLD?

Our Company Personnel (including employees, agency workers, contractors and consultants) who need to access your Personal Data to process your application and manage the recruitment process will process your Personal Data. Our employees have been trained in data protection and understand the need to keep your Personal Data confidential.

We also use service providers who may hold your Personal Data on our behalf for the purposes of processing your application and inputting into the recruitment process. For example, recruitment agencies involved in the application process and, where your Personal Data is stored on our IT infrastructure, it will also be shared with our data processors who provide ICT, telecommunications, email, hosting, document management, storage and system administration services. We will carry out due diligence on our service providers and make sure we have a contract with them which satisfies the requirements of data protection legislation. Apart from Company Personnel and our service providers, we will not disclose your Personal Data to a third party without your consent, unless we are satisfied that they are legally entitled to the data. Where we disclose your Personal Data to a third party, we will have regard to our obligations under the law.

We may also disclose your Personal Data to third parties:

- if we or substantially all of our assets are acquired by a third party, in which case Personal Data held by us will be one of the transferred assets and
- if we are under a duty to disclose or share your Personal Data in order to comply with legal obligations or to protect the rights, property, or safety of px group, our customers, suppliers or other employees. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

You are entitled to request details of the recipients of your Personal Data or the categories of recipients of your Personal Data.



TRANSFERRING YOUR DATA OUTSIDE THE UK AND EEA

We will not transfer your Personal Data outside the UK and the European Economic Area (EEA) unless such transfer is compliant with the law. This means that, if we transfer your Personal Data outside the UK and EEA we will ensure that:

- the UK Government has issued an adequacy decision that the country to which your Personal Data is being transferred ensures an adequate level of protection for your Personal Data;
- the transfer of your Personal Data is subject to appropriate safeguards, which may include binding corporate rules or standard contractual clauses adopted by the UK Government; or
- we are otherwise permitted to do so by law (including if you explicitly consent to the proposed transfer).

IP ADDRESSES AND COOKIES

We collect information about your computer, including where available your IP address, operating system and browser type, for system administration and to report aggregate information to our advertisers. This is statistical data about our users' browsing actions and patterns, and does not identify any individual. However if you are applying for a job, personal information will be collected as part of that application process.

Our website also uses cookies. A cookie is a small file of letters and numbers that is put on your computer when you visit a website to enable websites to run effectively and to identify your device and preferences when you return to a website.

Further information about the cookies we use and the purposes we use them for can be found in our cookie notice [here](#).

RIGHT TO MAKE A COMPLAINT

If you would like to speak to someone about the processing of your Personal Data, please contact dataprotection@pxlimited.com, or write to our Data Protection Representative at px House, Westpoint Road, Stockton on Tees, TS17 6BF, or telephone 01642 623000.

You may also contact the Information Commissioner's Office on 0303 123 1113 or at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.