

GTS FLEXIBLE MATERIALS: RECRUITMENT PROTECTION PRIVACY NOTICE

1. What is the purpose of this document?

- 1.1. GTS Flexible Materials Ltd ("the Company") is committed to protecting the privacy and security of your personal information.
- 1.2. This privacy notice describes how we collect, use and share personal information about you during and after your relationship with us for recruitment purposes, in accordance with the General Data Protection Regulation (GDPR).
- 1.3. The Company is a "data controller". This means that we are responsible for deciding how we gather, hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.
- 1.4. This notice applies to all applicants, whether or not they are eventually employed or engaged by the Company. We may update this notice at any time and will provide you with a new privacy notice when we make substantial updates.
- 1.5. We may notify you in other ways from time to time about the processing of your personal information.

2. The kind of information we hold about you

- 2.1 We may collect, store, and use the following categories of personal information about you up to and including the shortlisting stage of the recruitment process:
 - 2.1.1 Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses;
 - 2.1.2 Details of your qualifications, experience, employment history (including job titles, salary and working hours) and interests;
 - 2.1.3 Date of birth;
 - 2.1.4 Details of your referees.
- 2.2 We may collect the following information after the shortlisting stage, and before making a final decision to recruit:
 - 2.2.1 Information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers.
 - 2.2.2 Information regarding your academic and professional qualifications.
 - 2.2.3 A copy of your driving licence.
 - 2.2.4 Personal data from interview assessments, including notes, recordings, photographs and images, psychometric tests, and video or telephone assessments.

Special categories of personal information

- 2.3 We may also collect, store and use the following "special categories" of more sensitive personal information to comply with our legal obligations, and enable us to carry out required statutory checks, such as verifying your right to work and suitability for the position:
 - 2.3.1 Information about your disability status to enable us to consider whether reasonable adjustments need to be made to enable you to: apply for jobs with us; take online/telephone assessments; attend interviews/assessment centers.

2.3.2 Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs, collected from you in an anonymised equal opportunities monitoring form, to ensure meaningful equal opportunity monitoring and reporting.

2.3.3 Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information.

2.4 Special categories of personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such data. We may process special categories of personal information in the following circumstances:

2.4.1 In limited circumstances, with your explicit written consent.

2.4.2 Where we need to carry out our legal obligations or exercise rights in connection with employment.

2.4.3 Where it is needed in the public interest, such as for equal opportunities monitoring or in relation to our occupational pension scheme

2.4.4 Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

3. How is your personal information collected?

3.1 We may collect personal information about candidates through the application and recruitment process from:

3.1.1 You, the candidate

3.1.2 Your named referees from details provided by you

3.1.3 Employment agencies or background check providers

3.1.4 Credit reference agencies

3.1.5 Your educational provider/relevant professional body

3.1.6 Data from publicly accessible sources or sources made publicly accessible by you such as LinkedIn, Twitter, Facebook

3.1.7 The DBS and the Home Office

4. How we will use information about you

4.1 We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

4.1.1 To take steps to enter into a contract.

4.1.2 Where we need to comply with a legal obligation.

4.1.3 Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

5. Situations in which we will use your personal information

5.1 In some cases we may use your personal information to pursue legitimate interests of our own or those of third parties, provided your interests and fundamental rights do not override those interests.

- 5.2 The situations in which we will process your personal information during the recruitment process are listed below:
- 5.2.1 Communicate with you about the recruitment process
 - 5.2.2 Making a decision about your recruitment or appointment
 - 5.2.3 Determining the terms on which you work for us
 - 5.2.4 Carry out background and reference checks, where applicable, including checking you are legally entitled to work in the UK
 - 5.2.5 Assessing your skills, qualifications and suitability for the role
 - 5.2.6 Making decisions about your employment or engagement
 - 5.2.7 Education, training or development requirements
 - 5.2.8 Keep records related to our hiring processes
 - 5.2.9 Equal opportunities monitoring
 - 5.2.10 Comply with legal or regulatory requirements
- 5.3 Some of these grounds for processing will overlap and there may be several grounds which justify our use of your personal information.

6. If you fail to provide personal information

- 6.1 If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully. For example, if we require a credit check or references for this role and you fail to provide us with relevant details, we will not be able to take your application further.

7. Change of purpose

- 7.1 We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.
- 7.2 Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

8. Data sharing

- 8.1 We may have to share your personal information with other parties, including third-party service providers and other entities in the group where this is required by law, where it is necessary to administer the relationship with you or where we have another legitimate interest in doing so.
- 8.2 "Third parties" includes third-party service providers (including contractors and designated agents) and other entities within our group. The following activities are carried out by third-party service providers: HR support, security services, CCTV operators, IT services, pension administration, and benefits provision and administration.
- 8.3 All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with the GDPR. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in

accordance with our instructions. We may also need to share your personal information with a regulator or to otherwise comply with the law.

- 8.4 We may transfer your personal information outside the EU. If we do, you can expect a similar degree of protection in respect of your personal information.

9. Data security

- 9.1 We have put in place measures to protect the security of your information. Details of these measures are available upon request.
- 9.2 We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

10. Data retention - how long will you use my information for?

- 10.1 We will only retain the personal information that we obtain about you during the recruitment process for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. How long we keep this information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed.
- 10.2 We will keep recruitment information (including interview notes) for no longer than is reasonable, taking into account the limitation periods for potential claims (as extended to take account of early conciliation), after which it will be securely destroyed in accordance with the applicable laws and regulations.
- 10.3 In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.
- 10.4 If your application is not successful, your recruitment data will not be kept for longer than 12 months. If your application is successful, we will keep only the recruitment information that is necessary in relation to your employment and it will be processed in accordance with our data protection policy – copies of which will be provided at the start of your employment.

11. Rights of access, correction, erasure, and restriction

Your duty to inform us of changes

- 11.1 Please keep us informed if your personal information changes during the recruitment process.

Your rights in connection with personal information

- 11.2 Under certain circumstances, by law you have the right to:
- 11.2.1 **Request access** to your personal information (commonly known as a "data subject access request").
- 11.2.2 **Request correction** of the personal information that we hold about you.
- 11.2.3 **Request erasure** of your personal information.
- 11.2.4 **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.
- 11.2.5 **Request the restriction of processing** of your personal information.
- 11.2.6 **Request the transfer** of your personal information to another party.

11.3 If you want to exercise any of your data subject rights, please contact the Company's Group Financial Director, Chris Burgess at 41 Rassau Industrial Estate, Ebbw Vale, Gwent NP23 5SD chrisburgess@gts-flexible.co.uk in writing.

12. Right to withdraw consent

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the Company's Group Financial Director, Chris Burgess at 41 Rassau Industrial Estate, Ebbw Vale, Gwent NP23 5SD chrisburgess@gts-flexible.co.uk.

13. Queries or concerns

We hope that Chris Burgess at 41 Rassau Industrial Estate, Ebbw Vale, Gwent NP23 5SD chrisburgess@gts-flexible.co.uk can resolve any query or concern you raise about our use of your information. If not, contact the Information Commissioner at <https://ico.org.uk/concerns/> or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.