

Applicant privacy notice

Data controller: Fibercore Limited
Fibercore House
University Parkway
Southampton Science Park
Southampton
Hampshire, SO16 7QQ
T: 023 8076 9893

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

What information do we collect?

Fibercore collects a range of information about you. This includes:

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

We may collect 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.

Fibercore may also collect personal data about you from third parties, such as references supplied by former employers and information from employment background check providers. We will seek information from third parties only with your express permission.

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

Why does Fibercore process personal data?

Fibercore needs to process data as part of the application process. We will also need to process your data to enter into a contract if we offer you employment.

In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts.

Fibercore 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 us to manage the recruitment process, assess and confirm a candidate's suitability for employment

and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

We may collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. Fibercore processes such information to carry out its obligations and exercise specific rights in relation to employment.

Fibercore will not use your data for any purpose other than the recruitment exercise for which you have applied, unless you have given express consent to Fibercore to contact you about an alternative position within the company for which you might be suitable.

Who has access to data?

Your information may be shared for the purposes of the recruitment exercise with the following, if access to the data is necessary for the performance of their roles:

- HR;
- interviewers involved in the recruitment process;
- managers in the business area for which you may be considered;
- IT staff employed by Codestone, our outsourced IT service provider;
- referees you provide;
- your nominated external recruitment consultant, if applicable.

Fibercore will not share your data with third parties, apart from those explicitly stated above.

Fibercore will not transfer your data outside the European Economic Area.

How does Fibercore protect data?

We take the security of your data seriously. We have internal policies and controls in place to protect your data so that it is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does Fibercore keep data?

If your application for employment is unsuccessful, we will hold your data on file for 6 months after the end of the relevant recruitment process. At the end of that period, your data will be destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your HR 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.

Your rights

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

- access and obtain a copy of your data on request
- require Fibercore to change incorrect or incomplete data
- require Fibercore to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing, and
- object to the processing of your data where Fibercore is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact Liz Leathem, HR Manager, by emailing liz.leathem@fibercore.com.

If you believe that Fibercore has not complied with your data protection rights, you can complain to the Information Commissioner. However, we would appreciate the opportunity to deal with your complaint first.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data 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.

Automated decision-making

Our recruitment processes are not based on automated decision-making.