

Privacy Notice for Candidates

NDA Group of Companies

As part of any recruitment process, we collect and process 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.

Why do we process personal data?

We need to process data to take steps at your request prior to entering into a contract with you.

In some cases, we need to process data to ensure that we are complying with our legal obligations. NDA 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 who to offer a job to. We may also need to process data from job applicants to respond to and defend against legal claims.

We process health information if we need to make reasonable adjustments to the recruitment process for candidates who have a disability.

What information do we collect?

We may collect a range of information about you. This includes, but may not be limited to:

- Your name, address and contact details
- Details of your qualifications, skills, experience and employment history
- Information about your current level of remuneration
- Whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process
- Information about your entitlement to work in the country you apply in
- Notes from interview
- Psychometric test results, if applicable

We collect this information in a variety of ways. For example, data might be contained in CVs or resumes; from your identity documents, or collected through interviews or other forms of assessment.

We will also collect personal data about you from third parties, such as recruitment agencies, references supplied by former employers, information from employment background check providers. 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).

Who has access to data?

Your information will be shared internally for the purposes of the recruitment process. This includes, but may not be limited to, HR, the hiring manager and hiring team members involved in the recruitment process.

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We may then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks.

Your data may be transferred outside the European Economic Area (EEA) for the purpose of the recruitment.

How does the organisation protect data?

NDA takes the security of your data seriously. We have internal policies and 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.

For how long does the organisation keep data?

If your application for employment is unsuccessful, the organisation will hold your data on file for up to six months after the completion of the recruitment process. 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.

Your rights

- As a data subject, you have several important rights. You may:
- Access and obtain a copy of your data on request;
- Require us to change incorrect or incomplete data;
- Require us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- Object to the processing of your data where we are relying on its legitimate interests as the legal ground for processing; and
- Ask us to stop processing data for a period if data is inaccurate or there is a dispute about whether your interests override our legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact Head of HR, Marie Reinart, marie.reinart@ndareg.com