

### PURPOSE OF THIS PRIVACY NOTICE

This privacy notice sets out how Edinburgh Instruments ("we", "us" or "our") uses personal data that you provide to us when you submit an application to work with us. Edinburgh Instruments is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with this privacy notice.

Edinburgh Instruments will undertake periodic reviews of this notice, which may result in updates or amendments which will be published here on our website.

It is important that you read and retain this Job Applicant Privacy Notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information and what your rights are under the data protection legislation.

### DATA CONTROLLER

Edinburgh Instruments is the data controller of all the personal data processed in accordance with our staffing and recruitment practices.

If you have any questions about this privacy notice, please contact us using the details set out below:

**Edinburgh Instruments Ltd**  
**2 Bain Square**  
**Kirkton Campus**  
**EH54 7DQ**  
**UK**  
**Email address: [privacy@edinst.com](mailto:privacy@edinst.com)**

### HOW AND WHAT WE COLLECT

We process your personal data in accordance with the overarching principles and requirements set out in the in the UK and EU General Data Protection Regulation and the Data Protection Act 2018 ('Data Protection Data Protection Legislation'). What this means is that we process your data in a way that is:

- Lawful, fair and transparent;
- Compatible with the purposes that we have told you about;
- Adequate and necessary, we only use the data we need to use for the reason we told you;
- Accurate and up to date;
- Not excessive, we only keep your data for as long as we need it; and
- Secure and protected.

We may process a range of personal data about you during the recruitment process, including:

- Your name, address and contact details, including email address and telephone number;
- Details of your qualifications, skills, experience and employment history;
- Information from interviews and phone-screenings you may have;
- Information about your current level of remuneration, including benefit entitlements;
- 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 application forms or CVs (including when these are sent to us as part of speculative applications or queries), obtained

from your passport or other identity documents, or collected through interviews or other methods of assessment.

We may also collect personal data about you from third parties, such as recruitment agencies and references supplied by former employers. We will seek information from third parties only once a job offer has been made to you.

Data will be stored securely by us in our internal systems, including on your application record, in our HR systems and our email system.

### **WHAT WE DO WITH YOUR PERSONAL DATA**

We collect and process your personal data for a number of purposes and where we have a legal basis to do so, as follows:

- As an employer, we have 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 have a legitimate interest to process your personal data for this purpose.
- This processing is necessary for use to enter into a contract of employment with a successful applicant.
- We may also process data from job applicants to respond to and defend against legal claims.
- In some cases, we need to process personal 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.

### **SPECIAL CATEGORIES OF PERSONAL DATA**

We may process special categories of personal data about applicants where this is strictly necessary and we have a lawful basis to do so. For example:

- We may process health information about applicants where it is necessary to make reasonable adjustments for candidates who require additional support to during the interview process.
- We may process information about ethnic origin, sexual orientation, health or religion or beliefs, for equal opportunity monitoring purposes only.

Our processing of these types of data will be carried out on the basis that it is necessary for us to meet our obligations or exercise our rights under law related to employment, to enable us to establish, exercise or defend legal claims or where we have your explicit consent.

We do not use your personal data for any purpose other than the recruitment process of which you are a part.

### **SHARING YOUR PERSONAL DATA**

Your personal data may be shared internally within our group of companies for the purposes of the recruitment process. This includes members of the HR team, interviewers involved in the recruitment process, and managers in the business area with a vacancy.

We will not share your data with third parties, unless your application for employment is successful and an offer of employment is made. We will then share your data with former employers in order to obtain references.

### **INTERNATIONAL TRANSFERS OF PERSONAL DATA**

It will not usually be necessary to transfer your personal data to a country/countries outside of the European Economic Area. If circumstances arise which do require us to share your personal data outside the EEA for the purposes of your application, we ensure that safeguards are put in place to protect your personal data as required under UK and EU data protection laws.

We may also share your personal data with our group, for business performance and other types of monitoring and management purposes and, if you are applying for a senior management position with us, we may share your data with our investors.

In addition, we may need to share your personal information with a regulator or otherwise to comply with the law.

### **KEEPING YOUR PERSONAL DATA SECURE**

We take the security of your personal 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 personnel on a need-to-know basis for the proper performance of their duties.

### **STORING YOUR PERSONAL DATA**

If your application for employment is unsuccessful (including when you have speculatively applied to us in respect of a role which is not available), we will hold your data on file for 6 months. At the end of that period, your data is deleted or destroyed (unless we need to retain it for longer to exercise or defend any legal claims).

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 in line with company retention schedules.

### **DATA SUBJECT RIGHTS**

You have a number of rights under data protection law. You can:

- Request access to and to obtain a copy of your personal data;
- Request that we change incorrect or incomplete data;
- Request that we 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 rely on legitimate interests as the legal ground for processing
- Request that we transfer your data to another organisation
- Object to your personal data being used for automated decision making and profiling; and
- Withdraw your consent, where we rely on consent to process your personal data

If you would like to exercise any of these rights or if you have any questions about this notice or our processing of your data more generally, please contact [privacy@edinst.com](mailto:privacy@edinst.com)

If you believe that we have not complied with your data protection rights, you can complain to the Information Commissioner's Office (ICO) by post at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Email: [casework@ico.org.uk](mailto:casework@ico.org.uk) Telephone: 0303 123 1113.

### **WHAT IF YOU DO NOT PROVIDE PERSONAL DATA?**

You are under no statutory or contractual obligation to provide personal data to us during the recruitment process. However, if you do not provide the information, we may not be able to process your application.