



Recruitment Privacy Notice
Author: Supercraft Ltd.
Revision Date: May 2018
Version: V1

Recruitment Privacy Notice

Background

Supercraft Ltd. ('we', 'us', 'our' or 'the Company') is committed to protecting your personal data and handling it responsibly.

We gather and process your personal information in accordance with this privacy notice and in compliance with the relevant data protection Regulation and laws. This notice provides you with the necessary information regarding your rights and our obligations, and explains how, why and when we process your personal data.

Supercraft Ltd.'s registered office is at Canada Road, Byfleet, Surrey, KT14 7JL and we are a company registered in England and Wales under company number 1624314. We act as the data controller when processing your data.

We will ensure that the information you submit to us via our website, or directly to our office in person or electronically either directly or through a third party (friend, family member, colleague, consultancy or word of mouth), through your interactions and correspondence with us (such as in person, by email or over the phone), or through publicly available sources where you have published or submitted your information online (e.g. LinkedIn, social media sites and job boards) is only used for the purposes set out in this notice.

Information we collect

Supercraft Ltd. may collect personal details including, but not limited to, your name contact details, eligibility to work, other relevant information from your CV and records of your contact with us. This may also include sensitive personal information such as data concerning your health or ethnic origin. We will never collect any unnecessary personal data from you and do not process your information in any way, other than as specified in this notice.

Why and how we process your personal data

The primary legal basis for processing your personal information is based on contractual necessity as we require the information in order to be able to assess your suitability to enter into or perform an employment contract.

Supercraft Ltd. is an equal opportunities employer and a company committed to diversity. This means that all job applicants and members of staff will receive equal treatment and that we will not discriminate on grounds of gender, marital status, race, ethnic origin, national



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origin, colour, nationality, disability, sexual orientation, religion or age. As part of our commitment to equal opportunities we may ask you to complete an optional equal opportunities monitoring form as part of our registration process. This information is used anonymously to monitor adherence to this policy and is not used in the selection process.

If invited to interview, we also request your proof of right to work in the UK; this is to ensure that Supercraft Ltd. comply with Employment Law obligations and is only used for this purpose.

Supercraft Ltd. takes your privacy very seriously and will never disclose, share or sell your data without your consent, unless required to do so by law. We only retain your data for as long as is necessary and for the purposes specified in this notice.

How long your personal information is retained by us

If you are unsuccessful in the recruitment process, your data will be retained for a period of 6 months, unless we need to hold this data for longer to resolve an issue or to meet a legal requirement.

If we place you in a temporary, contract or permanent role, your data will be retained for 6 years post-employment, unless we need to hold this data for longer to resolve an issue or to meet a legal requirement, in order to ensure legal and contractual requirements can be met.

Your rights

You have the right to request access to any personal information that Supercraft Ltd. processes about you and to request information about:

- What personal data we hold about you;
- The purposes of the processing;
- The categories of personal data concerned;
- The recipients to whom the personal data has/will be disclosed;
- How long we intend to store your personal data for;
- If we did not collect the data directly from you, information about the source.

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to do so as quickly as possible unless there is a valid reason for not doing so, at which point you will be notified.



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You also have the right to request erasure of your personal data, to object to or to restrict processing of your information, although by doing this we would not be able to match you to available job opportunities now or in the future. However, if this involves a request for deletion of your file, please be aware that we will not be able to comply with this if you have been placed by us in a position, as your data will become part of your employee records and retained for a period as specified above.

You have the right to data portability of your information and the right to be informed about any automated decision-making we may use.

If there are circumstances where we rely on your consent to process personal data, you have a right to withdraw that consent.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the request; this is to ensure your data is protected and kept secure.

Where we are unable to comply with your request we will provide reasons for failing to do so; for example, if fulfilling your request would reveal personal data about another person, or if you ask us to delete information which we are required by law to keep or have a compelling legitimate interest in keeping.

Sharing and disclosing your personal information

We do not share or disclose any of your personal information without your consent, other than for the purposes specified in this notice or where there is a legal requirement.

Safeguarding measures

Supercraft Ltd. takes your privacy very seriously and takes every reasonable measure and precaution to protect and secure your personal data. We work hard to protect you and your information from unauthorised access, alteration, disclosure or destruction and have security measures in place including restricted access, anti-virus/malware and SSL.

Transfers outside the EU

Supercraft Ltd. does not transfer or store any personal data outside the EU.



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Changes to our Privacy Notice

Our privacy policy was last updated in May 2018. Supercraft Ltd. may change this privacy notice from time to time to reflect changes in the law and/or our privacy practices. We encourage you to check the privacy notice on our website regularly for updates and changes:

<http://www.supercraft.co.uk>

How to contact us and exercise your rights

If you have any questions about this privacy notice, or if you wish to exercise your rights, you can contact us at careers@supercraft.co.uk, through our website (<http://www.supercraft.co.uk/contact.php>) or by writing to the Managing Director at our registered office: Supercraft Ltd., Canada Road, Byfleet, Surrey, KT14 7JL, providing your full name, your preferred contact information and a summary of your query.

We will do our best to assist with any queries you have about your personal data. If you have unresolved concerns, you also have the right to complain to an EU data protection authority where you live, work or where you believe a breach may have occurred. This is likely to be the Information Commissioner's Office in the UK.