

## **PRIVACY NOTICE FOR APPLICANTS**

### **NOTICE STATEMENT**

As part of any recruitment process, Norco 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.

### **THE KIND OF INFORMATION WE COLLECT ABOUT YOU**

Norco collects a range of information about you including:

- Personal contact details such as name, title, addresses, contact details (including email address and telephone number(s))
- Details of your qualifications, skills, experience and employment history
- Information about your current level of remuneration, including any benefits entitlements
- Whether or not you have a disability for which the Company needs to make reasonable adjustments during the recruitment process
- Information about your entitlement to work in the UK
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief

### **THE WAY WE WILL COLLECT YOUR PERSONAL INFORMATION**

Your information is collected in different ways, for example, data might be contained in application forms, CV's, passport or other identity documents or collected through the interviews which are held.

Norco will also collect personal data about you from third parties such as references supplied by former employers. Norco will seek information from third parties only once a job offer has been made to you and we will confirm that we are taking up references.

### **WHERE WE WILL KEEP YOUR PERSONAL INFORMATION**

The data we collect will be stored in a range of different places, including on your application record, in HR files and systems and on other IT systems (including email).

### **WHY WE PROCESS YOUR PERSONAL INFORMATION**

Norco needs to process data to take steps at your request prior to entering into a contract with you and again if we do enter into a contract with you.

Sometimes we need to process data to ensure that we are complying with legal obligations, for example, we are required to check an applicant's eligibility to work in the UK prior to any employment starting.

We have a legitimate interest in processing personal data during the recruitment process and keeping records of that process. By processing data from job applicants, we can manage recruitment processes, assess and confirm your suitability for employment and make decisions on job offers. There are times when we may need to process data from job applicants in the response to and defence of any legal claims which may be brought.



If your application is unsuccessful, we will keep your personal data on file in case there are future employment opportunities for which you may be suited. We will send you a written request for consent before we keep your data for this purpose, this will also include information about how you can withdraw your consent at any time.

We will not use your data for any purpose other than the recruitment exercise for which you have applied.

We also request explicit consent to process some special category data such as information about ethnic origin, sexual orientation, health or religion or belief, this information is for equal opportunities monitoring only and you can freely decide whether or not to provide it. If you choose not to provide this information you will suffer no detriment as a consequence.

## **WHO HAS ACCESS TO YOUR DATA**

Your information will be shared for the purpose of the recruitment exercise; this includes sharing with members of the HR team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to any of the data is necessary for the performance of their roles.

We will not share your data with third parties until your application for employment is successful and you receive an offer of employment. We will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks in relation to the specific role.

We do not transfer your data to countries outside the European Economic Area (EEA).

## **DATA SECURITY**

Norco takes the security of your data very seriously and has 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 its employees and 3rd party providers in the legitimate performance of their duties in relation to the recruitment process.

If you are unsuccessful in a specific recruitment process and provide consent for us to retain your data for a further period in order to be considered for future employment opportunities, at the end of that period we will delete and destroy your data if we have not successfully obtained further consent from you for a further period of retention. Your data will be deleted and destroyed at any time where consent is required and you exercise your right to withdraw your consent to us retaining your data.

If you are successful in your application for employment, personal data gathered during the recruitment process will be transferred to your personal file and retained in accordance with Company policies. You will be provided a new Employee Privacy Notice at that time.

## **YOUR RIGHTS**

As a data subject, you have several rights, you can:

- Access and obtain a copy of your data on request;
- Require the organisation to change incorrect or incomplete data;
- Require the organisation to delete or stop processing your data where the data is no longer necessary for the purposes of processing;
- Object to the processing of your data where we are relying on our legitimate interests as the legal ground for processing; and
- Ask us to stop processing data for a period of data is inaccurate or there is a dispute about whether or not your interests override the Company's legitimate grounds for processing data

If you would like to exercise any of these rights please contact Len Robertson, [Lrobertson@norcoenergy.com](mailto:Lrobertson@norcoenergy.com) You can also contact this person to request a Subject Access Request Form (SAR) if you wish to make a SAR.

**If you believe that the organisation has not complied with your data protection rights you can complain to the Information Commissioner's Office (ICO).**

### **DO WE USE AUTOMATED DECISION MAKING?**

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