



EXTERNAL

VCCP UK RECRUITMENT PRIVACY NOTICE

Who will hold your data?

If you are applying to work for VCCP Holdings Limited and all of its UK and EEA subsidiaries including all of its divisions and affiliate agencies (“we”, “us”, “our”) we will be required to collect and process your personal data.

What will we hold and why?

- Contact Information including name, address, email addresses and phone numbers
- Qualifications details: Skills, experience and employment history
- Current salary and benefits information
- Information about any disabilities which we need to make reasonable adjustments during the recruitment process; and
- Information confirming your right to work in the UK.

We have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process, this allows us to manage the recruitment process, assess and confirm a candidate's suitability for a role. We may also need to process data from job applicants to respond to and defend against legal claims.

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

Sensitive and Special Categories of Data

If your application is successful, we may also need to obtain and process special categories of information such as ethnic origin, sexual orientation or religion/belief, to monitor recruitment statistics. We may also collect information regarding disabilities to make reasonable adjustments for candidates who require it. We process this information to carry out our obligations and exercise specific rights in relation to employment. This information will only be collected with your further consent.

Depending on the role, we may also need to obtain information concerning past criminal convictions or carry out financial checks to comply with contractual obligations to clients or regulatory requirements as an employer

What if I am not successful?

If your application is unsuccessful, VCCP may keep your personal data on file in case there are future employment opportunities for which you may be suited.

The organisation will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

Where do you collect the data from?

- Your CV

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- Recruitment agents you are using
- Identity documents you provide to us
- Interviews with you
- Once you have been offered and accepted a role we may, with your consent, collect data from:
- Referees/previous employers
- Background checker providers/criminal records checks (if applicable)

Who will see the data?

Your information may be shared internally for the purposes of the recruitment process. This includes members of the People (HR) and Recruitment teams, interviewers, managers in the relevant business area and IT staff if access to the data is necessary for the performance of their roles. We may transfer your personal data outside the EEA to members of our VCCP group companies where this is necessary for the recruitment process. We will ensure that the transfer is lawful and that there are appropriate security arrangements in place.

We will not share your data with third parties, unless your application is successful and you are offered employment. We will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

How will the data be stored?

Data will be stored in a range of different places, including our People and Recruitment Management System and on other IT systems (including email) which includes the holding of emails on servers outside the EEA with a provider where we have ensured security through appropriate contractual protections.

How long will data be stored?

If your application is unsuccessful, we will hold your data on file for 3 months after the end of the relevant recruitment process. If you agree to allow the organisation to keep your personal data on file, the organisations will hold your data on file for a further 12 months for consideration for future employment opportunities. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

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 accordance with our internal retention policy, of which you will be notified.

What if I don't 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.

Access to your personal data and other rights

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

- access and obtain a copy of your data on request;
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- require the organisation to change incorrect or incomplete data;
- require the organisation 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 the organisation is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please use the contact details below. If you believe that the organisation has not complied with your data protection rights and you reside in the UK, EEA or Switzerland, you have the right to complain to your local data protection authority.

Contact details

In processing your personal data for the purposes of recruitment, we act as a data controller.

Our contact details are as follows:

Legal Department, VCCP Group LLP, Greencoat House, Francis Street, London, SW1P 1DH.
gdpr@vccp.com