

## **Privacy Notice for Job Applicants to Aspire Technology**

As part of any recruitment process, Aspire Technology 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.

### **What information do we collect?**

Aspire Technology collects a range of information about you, including:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- 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 location to which you have applied.

We may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment (such as online tests).

We may also collect personal data about you from third parties, such as references supplied by your former employers. We will only seek information from third parties after a job offer has been made and we will inform you in advance of doing so.

Your data will be stored in a range of different secure places, including on your application record, in HR management systems and on other IT systems (including email).

### **Why does Aspire Technology process personal data?**

We need to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you. In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, it is required to check a successful applicant's eligibility to work in the specific location before employment starts.

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 may also need to process data from job applicants to respond to and defend against legal claims.

We may also process information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is to carry out our obligations and exercise specific rights in relation to employment.

### **Who has access to the data?**

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process and managers in the business area with a vacancy.

### **How does Aspire Technology protect the data?**

We take 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 Aspire Technology keep this data?**

If your application for employment is unsuccessful, the organisation will hold your data on file for one year from the date the position is filled, in case there are future employment opportunities for which you may be suited. You are free to request that your details are updated or deleted at any time and we will oblige, just contact [careers@aspiretechnology.com](mailto:careers@aspiretechnology.com).

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your (electronic) HR file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

### **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to Aspire Technology 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.