

Sheffield Forgemasters International Limited and its subsidiary companies
(the “Company”)

Privacy Notice for Work Applicants

What is the purpose of this document?

The Company is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. You are being sent a copy of this privacy notice because you are applying for work with us (whether as an employee, worker or contractor). It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for. It provides you with certain information that must be provided under data protection legislation.

Data protection principles

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

The kind of information we hold about you

In connection with your application for work with us, we will collect, store, and use the personal information which you have provided to us in your curriculum vitae and covering letter or in any application form or during any other part of the recruitment process.

We may also collect, store and use the following "special categories" of more sensitive personal information:

- Information about your gender, race or ethnicity, religious beliefs and sexual orientation.
- Information about your health, including any medical condition, health and sickness records.
- Information about criminal convictions and offences.

How is your personal information collected?

We collect personal information about candidates from the following sources:

- You, the candidate.

- Where applicable, from the recruitment consultancy or employment agency.
- Disclosure and Barring Service in respect of criminal convictions.
- Your named referees.

How we will use information about you

We will use the personal information we collect about you to assess your skills, qualifications, and suitability for the role.

If we decide to call you for an interview, we will also use the information you provide to us at the interview to decide whether to offer you the role.

If we decide to offer you the role, before confirming your employment we will:

- Take up references.
- Require that you undertake a pre-employment medical assessment, including drug and alcohol testing, for which explicit consent will be sought.
- Require that you submit to necessary pre-employment screening control which we are required to carry out as a government contractor in order to comply with the Baseline Personnel Security Standard..

If you fail to provide personal information

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully.

How we use particularly sensitive personal information

We will use your particularly sensitive personal information in the following ways:

- We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during a test or interview.
- We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.

Information about criminal convictions

In accordance with our obligations as a government contractor, we will require that you allow us or our nominated data processor to carry out a criminal records check via the Disclosure and Barring Services in order to satisfy ourselves that there is nothing in your criminal convictions history which would make you unsuitable for the role. This is something that we are required to do in respect of all prospective employees.

As part of this process we will be made aware of, but not provided with the details of, any criminal convictions. In such circumstances we will require you to disclose the details of any such convictions so that, in accordance with our obligations, we may evaluate your suitability for the role.

We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such data.

Automated decision-making

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

Data sharing

For the purposes of processing your application we may share your personal information with any employment agency or recruitment consultant who has referred you to us and, where an offer of employment is made, with our Occupational Health department and with the Disclosure and Barring Service. All our third-party service providers are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

Data security

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Data retention

Where we decide not to appoint you to the role we will retain your personal information for a period of 6 months after we have communicated to you our decision. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with applicable laws and regulations.

If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will seek your explicit consent to do so.

Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it.

- **Object to processing** of your personal information where there is something about your particular situation which makes you want to object to processing on this ground.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you.
- **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the HR Manager in writing.

Right to withdraw consent

You have the right to withdraw your consent to the processing of your personal information at any time. To withdraw your consent, please contact the HR Manager. Once we have received notification that you have withdrawn your consent, we will no longer process your application and, subject to our retention policy, we will dispose of your personal data securely.

I, _____ (candidate name), acknowledge that on _____ (date), I received a copy of the Company's Privacy Notice and that I have read and understood it.

Signature

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