



Job Applicant Privacy Notice

As part of any recruitment process, Seven collects and processes personal data relating to job applicants. The Company is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information do we collect?

Seven collects a range of information about you. This includes:

- 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 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

Seven may collect this information in a variety of ways. For example, data might be contained in application forms and CV's, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems, including email.

Why do we process personal data?

We need to process data to take steps at your request prior to entering into a contract with you. We also need to process your data to enter into a contract with you.

In some cases, we need to process data to ensure we are complying with our legal obligations. For example, it is mandatory to check an applicant's eligibility to work in the UK before an offer is made. We will ask for you to show your right to work documents before your interview starts however we will not take a copy until an offer of employment has been made to you.

Seven has 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 whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.



Where we rely on legitimate interests as a reason for processing data, we have considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

Seven may process special categories of data, such as information about age, ethnic origin, marital status, gender reassignment, pregnancy and maternity, sexual orientation, or religious belief, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out legal obligations and exercise specific rights in relation to employment.

For some roles we are obliged to seek information about criminal convictions and offences. Where we seek this information, we do so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment.

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

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR department, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you. We will share your data with employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal record checks if applicable to the role.

For how long do we keep data?

If your application for employment is unsuccessful, we will hold your data on file for six months after the end of the relevant recruitment process. If you agree to allow us to keep your personal data on file, we will hold your data for a further six 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 is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based if applicable) and retained during your employment.

Your rights

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

- Access and obtain a copy of your data on request
- Require us to change incorrect or incomplete data
- Require us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing



- Object to the processing of your data where we are relying on its legitimate interests as the legal ground for processing
- Ask us to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override our legitimate grounds for processing data

If you would like to exercise any of these rights, please contact the Data Protection Administrator at dpa@sevengroup.co.uk or by writing to Data Protection Administrator, Seven Asset Ltd, Cardinal Court, 35-37 St Peters Street, Ipswich, Suffolk, IP1 1XF

If you believe we have not complied with your data protection rights, you can complain to the Information Commissioner's Office (ICO) on 0303 123 1113 or by visiting their website: <https://ico.org.uk>

What if you do not want to provide personal data?

You are under no statutory or contractual obligation to provide data to Seven 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. Our recruitment processes do not use any form of automated decision-making.

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