

Reference	GN-HR-10	Privacy Notice for Candidates	RENAKER
Originator	V Jackson		
Revision	00		

Purpose & scope

This privacy notice applies to candidates applying for a job with Renaker.

Renaker respects your data privacy. As the data controller, we collect and process personal data about you in connection to applying for a job and submitting your personal data to us.

Please read the notice carefully to understand how we process, use and disclose your personal data. This notice touches upon the following topics:

- Categories of personal of data and purposes
- Disclosure and transfer of the personal data
- Retention period
- Your rights
- Contact
- Changes to this privacy notice

1. Categories of personal data and purposes

If you submit your CV, or apply for a job at Renaker, we collect and process the following types of personal data on you:

- Personal information and contact details;
- Education and work history;
- Work preferences;
- Cover letter, CV and any other attachments you choose to include;
- Portrait photo, if you choose to include;
- References

In the events that you are invited for an interview, we may ask you to complete a personality and/or a cognitive test and you may also be asked to submit references from professional connections and portfolios, if relevant to the specific job.

We kindly ask you not to upload documents or items containing your national insurance number, information on health and other similar, sensitive data that are not relevant for the recruitment process.

The personal data you provide may also be used to match your profile against jobs similar to the ones you have applied for.

Our legal basis is that the data are necessary for us to take relevant steps prior to entering into a (potential) contract with you (GDPR article 6(1)(b)) and our legitimate interest in finding the best candidate for a vacancy (GDPR article 6(1)(f)). The processing is based on your consent (GDPR article 6(1)(a)). Remember that you can, at any time, withdraw your consent. We collect personal data directly from you for the purpose described above, you provide the personal data voluntarily

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with the purpose of being assessed in a recruitment process and/or to be able to enter into a contract with us.

When you become a candidate and/or apply for a job, you are not obliged to provide information to us.

However, the consequences of not sharing your personal data with us are that we won't be able to assess you in connection to a recruitment process and employ you.

2. Disclosure and transfer of the personal data

The information that we collect from you (including any Personal Data) may be transferred to, and stored at, various destinations. This will not include destinations outside the European Economic Area (EEA). We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy. Although we will do our best to protect your Personal Data, we cannot guarantee the security of your information transmitted to our Website; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

3. Retention period

When applying for a job at Renaker by uploading your CV on the website, we will store the information related to that application or speculative upload / email during the recruitment process for the vacancy and for 6 months after submission / receipt, at which time your Personal Data will be irretrievably deleted.

4. Your rights

Subject to certain statutory exceptions, you have the right to request access to the personal data we hold and process regarding you. Further, you have the right to request us to rectify any personal data on you that might be incorrect, as well as the right to request us to restrict the processing of your personal data. You may request to receive any personal data on you, that you provided to us, in a structured, commonly used and machine-readable format, if our processing of such personal data is based on your consent or a contract that you concluded with us (data portability). Upon your request, we will erase personal data on you, unless we have a legal basis for continuing the processing. You also have the right to lodge a complaint with the competent supervisory authority, such as your national data protection agency.

You have the right to object to the processing of your personal data on certain grounds. For example, you can object to the processing of your personal data that is based on our legitimate interests (GDPR article 6(1)(f)) or used for direct marketing purposes, including profiling.

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5. Contact

As described in sections 4 , you have a number of rights when we process your personal data. If you wish to exercise such rights, please submit your request by sending an email to hr@renaker.com

6. Changes to this privacy notice

We reserve the right to change this privacy notice.