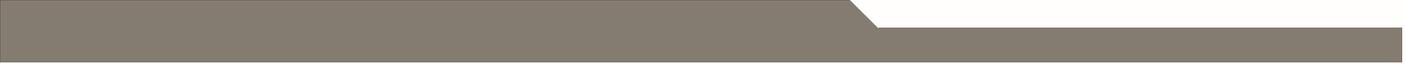




Job Applicant Privacy Notice

Revision 100001





RMD Kwikform Ltd is part of the Interserve Group of companies. RMD Kwikform Ltd collects and processes personal data relating to job applicants as part of the recruitment process. The organisation is committed to being transparent in its collection of data in order to comply with GDPR legislation. Data will be collected primarily from application forms or CVs submitted and any supporting documents you were asked to provide, or via third party agents and will be stored on your application record, in HR management systems.

The personal information RMD Kwikform collects about you includes:

- name, address and contact details, such as email address and telephone numbers;
- qualifications, skills, experience and employment history;
- information about your current employment package such as remuneration and benefit;
- information about your entitlement to work in the location of employment; and
- special categories of information related to equal opportunity, criminal and financial history

Your data is processed for recruitment purposes at your request prior to entering into a contract with you if your job application is successful. In some cases, we need to process your data to ensure that we are complying with regulations such as applicant's eligibility to work in the UK.

If your application is unsuccessful, RMD Kwikform may keep your personal data on file in case there are future employment opportunities that you may be suited to.

Your information will be shared internally with members of the HR team and recruiting managers. In the event of making you a job offer, you will acknowledge and accept that we will share your data with third parties as necessary.

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.

If your application for employment is unsuccessful, RMD Kwikform will hold your data on file after the end of the relevant recruitment process for a maximum of 12 Months. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) and retained in accordance with employment law.

As a data subject, you have the following rights:

- obtain a copy of your data on request;
- request modification of incorrect or incomplete data;
- require the organisation to delete or stop processing your data where the data is no longer necessary for the purposes it is kept for; and
- object to the processing of your data where RMD Kwikform is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please call our switchboard and ask to speak to the GDPR team or send an email to GDPR@rmdkwikform.com.

If you believe that the organisation has not complied with your data protection rights, you can lodge a complaint through the organisation SARs (Subject Access Requests) process or externally to the Information Commissioner. We would however endeavour to support you in the first instance

You are under no statutory or contractual obligation to provide data to RMD Kwikform during the recruitment process. However, if you do not provide the required information, we may not be able to process your application properly.

By submitting your job application you consent to RMD Kwikform to process your personal data and store them for up to 12 months.

