

UK Policy Documentation – Human Resources

# Careers Site Privacy Policy

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## Careers Site Privacy Policy

### Introduction

MISTRAS Group Limited (MISTRAS) use an Applicant Tracking System to power its careers pages called PeopleHR. PeopleHR is a cloud-based application and is used to process recruitment and HR Data for candidates and employees.

### Policy

MISTRAS will use any personal data collected via our careers site for recruitment purposes and should your application be successful, for purposes connected with your employment either as an employee or as a contractor. By submitting your application, you are agreeing for your information to be passed to MISTRAS and for MISTRAS to keep your data on file for consideration of any future job or contractor opportunities for a period of 2 years.

Your personal information (and any additional details we add to your application) are stored on a secure database and the servers are housed within the UK. Data will not be kept for longer than is necessary in accordance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). Any future contact we have with you will be for recruitment purposes only. You are free to remove yourself from any contact by us about our future recruitment programmes at any time.

Access to this database is granted to selected HR staff and hiring managers. Your data may also be disclosed to a third-party vendor with responsibility for maintenance and update of the software MISTRAS use, they will have access to the information within the system where needed to provide its services.

Access will also be granted to any agents or suppliers we deem suitable users to assist in the screening and hiring of prospective employees. By acknowledging your application, we are not verifying the content, accepting the application, or making any offer of employment or engagement. We will not disclose your data to any other third party unless required to do so by law or regulators.

Our careers site uses cookies for the purposes of speeding up the recruitment process. If you do not agree you can choose to not receive a cookie file by enabling your Web browser to refuse cookies or to prompt you before you accept a cookie.

We may use information obtained about you from monitoring your use of this website solely for internal purposes including site performance, evaluation of site use and creating of marketing reports to aid future marketing of information about us and our recruitment processes. No personal or sensitive data will be used other than for the purpose for which it was originally obtained.

MISTRAS is an equal opportunity employer (in accordance with applicable legislation) and do not discriminate on the grounds of gender, ethnic origin, age, religion, sexual orientation, non-disqualifying physical or mental disability or any other basis covered by local legislation. All employment related decisions are made entirely on merit.

We will maintain the confidentiality of and protect your information in accordance with our normal procedures and all applicable laws.

You have the right to access and the right to rectify your personal data whether submitted as an application or otherwise by sending us a written request.

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You acknowledge and agree that we may from time-to-time transfer any of your contact details and/or application data to any of our offices or of any of our affiliates, agents, or appointed representatives in offices overseas that we either have now or establish in the future.

Some of our offices and those of our affiliates, agents or representatives may be located in countries outside the European Economic Area which do not have well developed data protection legislation when compared to European law. While we will ensure your information is processed in accordance with this legal notice and privacy statement you may not have rights under data protection legislation in those jurisdictions equivalent to those under European law.

Please do not send us any personal data if you do not want that information to be processed by us in the ways described by this notice.

We will only collect and process data in a fair and lawful manner. Sensitive data (as defined by the Data Protection Act 2018 and GDPR) which may include information about health, racial origin, Trade Union membership or criminal convictions, will not be processed without your agreement, unless it is necessary for the purposes of administering our rights and obligations as an employer.

The personal data that we retain about you may include:

- Information relating to references and records relating to your application. Information about your health that is used to ensure compliance with health and safety and occupational health obligations when considering any health issues that may affect your ability to work to help us to accommodate any disability.
- Recording racial or ethnic origin or religious beliefs to fulfil our statutory obligations to ensure equality of opportunity at work.
- Information for security and fraud prevention purposes. We may in the course of your recruitment and from time to time during your career undertake appropriate security and credit reference checks. In some instances, we may be required to provide certain information to a third party, such as the Inland Revenue or regulatory bodies.

You confirm that any information you submit as part of the job application process is complete and accurate at the time of the application and providing false information during any of the steps of the application process will lead to your rejection.

Under the terms of the Data Protection Act (2018), we need your authority to retain your personal data. By submitting your application, you are confirming that the information you have provided is true and complete and agree to the processing outlined above.

If you have any questions relating to this policy, please contact the HR Team.

#### Legislation Affecting this policy

Data Protection Act 2018 (GDPR)

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Revision Date	Summary of Changes
06/2018	No Changes, re-issue with review date
05/2021	Review of complete policy and update of brand.

	Name	Job Title	Review Date
Compiled by	Bianca Parker-Beckett	HR Manager	27 <sup>th</sup> May 2021
Reviewed by	Malcolm Hunter	Contracts and Commercial Manager	7 <sup>th</sup> June 2021
Authorised by:	Jonathan Burns	Managing Director	10 <sup>th</sup> August 2021
Signature:			

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