

Recruitment Privacy Notice

Authors

TTP Group plc

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We are TTP Group plc, based at Melbourn Science Park, Melbourn, Hertfordshire, SG8 6EE, UK (“we” , “us”). We are registered in England & Wales, registered number 2170755. We are committed to protecting and respecting your privacy. This Privacy Notice (together with any other documents referred to in this document) sets out the basis on which the personal data collected from you, or that you provide to us, will be processed by us in connection with our recruitment processes. Please read the following document carefully, to understand our views and practices regarding your personal data and how we will treat it.

For the purpose of the General Data Protection Regulation (“GDPR”) the Data Controller is TTP Group plc.

We use Workable, an online application provided by Workable Software Limited, to assist with our recruitment process. We use Workable to process personal information as a data processor on our behalf. Workable is only entitled to process your personal data in accordance with our instructions.

Where you apply for a job opening posted by us, these Privacy Notice provisions will apply to our processing of your personal information.

Your Personal Information

Information we collect from you

We collect and process some or all of the following types of information from you:

- Information that you provide when you apply for a role. This includes information provided through an online job site, via email, in person at interviews and/or by any other method.
- In particular, we process personal details such as name, email address, address, date of birth, qualifications, experience, information relating to your employment history, skills and experience that you provide to us.
- If you contact us, we may keep a record of that correspondence.
- Details of all actions that you carry out through the use of the Workable's services.
- Details of your visits to Workable's website including, but not limited to, traffic data, location data, weblogs and other communication data, the site that referred you to Workable's website and the resources that you access.

Information we collect from other sources

We may link the data you provide to us with other publicly available information about you that you have published on the Internet - this may include sources such as LinkedIn and other social media profiles.

We may search various databases, which may include your personal data, to find possible candidates to fill our job openings. Where we find you in this way we will obtain your personal data from these sources.

Uses Made of Your Information

Lawful basis for processing

We rely on legitimate interest as the lawful basis on which we collect and use your personal data. Our legitimate interests are the recruitment of staff for our business.

Purposes of processing

We use information held about you in the following ways:

- To consider your application in respect of a role for which you have applied.
- To consider your application in respect of other roles which may be available.
- To maintain contact with you regarding future roles which may be of interest.
- To communicate with you in respect of our recruitment process.
- To enhance any information that we receive from you with information obtained from third party data providers.
- To monitor and improve the performance of our recruitment channels and processes.
- To identify other potential applicants.
- To help Workable improve their services.

Automated decision making/profiling

We may use technology to identify appropriate candidates for us to consider based on criteria we have identified. While the process of identifying suitable candidates may be automatic, any decision as to who we will engage to fill a role will be made by our staff.

How we Store Your Personal Data

Security

We take appropriate measures to ensure that all personal data is kept secure. We limit access to your personal data to those who have a genuine business need to view it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

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

Where we store your personal data

Where we store your personal data in our own systems, it is stored safely. Only authorised TTP Group staff have access to this data and it resides on secure, access-controlled areas of our company network. The data that we collect from you and process may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"). It may also be processed by staff operating outside the EEA who work for us or for one of our suppliers. By submitting your personal data, you agree to this transfer, storing or processing.

In particular, your data may be accessible to i) Workable's staff in the USA or ii) may be stored by Workable's hosting service provider on servers in the USA as well as in the EU. The USA does not have the same data protection laws as the United Kingdom and EEA. A Data Processor Agreement has been signed between Workable Software Limited and its overseas group companies, and between Workable Software Limited and each of its data processors. These data processor agreements are designed to help safeguard your privacy rights and give you remedies in the unlikely event of a misuse of your personal data.

If you would like further information, please contact us (see 'Contact' below).

How long we keep your personal data

We will normally hold your personal data for ten years following your application. We will continue to hold your personal data beyond this while we continue to believe that you are a suitable candidate for future roles. We will continue to hold a limited record consisting of your name and the timeline of your application for a maximum of forty years following your application in order to monitor and improve the performance of our recruitment channels and processes. Your personal information will be deleted on receipt of a written request by you to us.

Your rights

Under the General Data Protection Regulation you have a number of important rights. These include rights to:

- access to your personal data and to certain other supplementary information that this Privacy Notice is already designed to address
- require us to correct any mistakes in your information which we hold
- request the erasure of personal data concerning you in certain situations
- request access to the personal data concerning you which you have provided to us, in a structured, commonly used and machine-readable format and have the right to transmit those data to a third party in certain situations
- object at any time to processing of personal data concerning you for direct marketing
- object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affect you
- object in certain other situations to our continued processing of your personal data
- otherwise restrict our processing of your personal data in certain circumstances
- claim compensation for damages caused by our breach of any data protection laws.

For further information on each of those rights, including the circumstances in which they apply, see the [Guidance from the UK Information Commissioner's Office \(ICO\) on individuals rights under the General Data Protection Regulation](#).

If you would like to exercise any of those rights, please:

- contact us using our Contact details below,
- let us have enough information to identify you,
- let us have proof of your identity and address, and
- let us know the information to which your request relates.

How to complain

We hope that we can resolve any query or concern you raise about our use of your information.

The General Data Protection Regulation also gives you right to lodge a complaint with a supervisory authority, in particular in the European Union (or European Economic Area) state where you work, normally live or where any alleged infringement of data protection laws occurred. The supervisory authority in the UK is the Information Commissioner who may be contacted at <http://ico.org.uk/concerns/> or telephone: 0303 123 1113.

Contact

All questions, comments and requests regarding this Privacy Notice should be addressed to recruitment@ttp.com.