

Candidate Privacy Policy

Intent and definitions

This policy informs you how Luto will collect and manage Candidate personal information. It also describes Luto's expectations for those who collect and manage Candidate's personal information. For the purpose of this policy, the term **Candidate** includes current and former Luto employment applicants. For the purposes of this policy, **Personal Information** shall mean any information relating to an identified or identifiable individual. In this policy, **Consent** shall mean any freely given, specific, informed and unambiguous indication of the Candidate's wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her.

Luto will comply with all laws and regulations and will implement additional procedures, standards and policies wherever to meet these requirements.

Principles

- Collect and manage Candidate personal information solely to meet Luto's legitimate business interests, including protecting Luto and its Candidates;
- Respect individual privacy;
- Comply with relevant laws and regulations;
- Follow appropriate standards and procedures when collecting and/or managing Candidate personal information.

Abiding by this policy

Candidate information should only be handled by individuals who have been authorised to do so pursuant to Luto's legitimate business interests. All such individuals must abide by this policy.

Luto expects its employees (**Employees**) and any Luto contractors, suppliers, agencies, temporary workers or any other parties acting on Luto's behalf (collectively, **External Parties**) who collect or manage Candidate personal information to follow this policy, whether they are utilising Luto and/or their own electronic systems and data management tools. Employees are responsible for ensuring that any External Parties they work with in support of Luto operations comply with this policy.

Failure by Employees to comply with this policy can result in disciplinary action which may include termination. All disciplinary action will be applied in a manner consistent with Luto's disciplinary policy. For External Parties collecting or managing Employee personal information on Luto's behalf, failure to comply with this policy can lead to negative business consequences, up to and including termination of the business relationship and claims for damages.

Luto makes every reasonable effort to ensure that Candidate personal information is reliable and accurate for its intended use. Candidates are equally responsible for updating and checking the accuracy of the personal information provided to Luto.

Policy

Luto respects your privacy. This policy describes how we process Candidate information, the types of information we collect, for what purposes we use it, how long it is retained for, with whom we share it and the choices you can make about our use of Candidate personal information. We also describe the measures we take to protect the security of Candidate personal information and how you can contact us about our privacy practices.

What types of Candidate personal information do we collect?

The types of Candidate personal information Luto may collect from or about you include, but are not limited to:

- General recruiting/staffing data and data necessary to verify employment eligibility (such as name, date of birth, nationality, immigration status, gender, NI details, contact information);
- Data required for legal and regulatory compliance;
- Your resume, CV, education and work history, including references;
- Health records you consent to sharing, or as required to collect by law;
- Information related to background checks, including data provided by External Parties (if applicable, and as allowed by law);
- Information collected during applications related tests, assessments, interviews and phone screenings;
- Public records;
- Information you choose to share voluntarily as part of the application process.

For what purposes do we use Candidate personal information?

Luto may use Candidate personal information for the purposes of carrying out its application, recruiting and staffing processes, including but not limited to the following services and/or activities:

- Assessing your skills, qualifications and interests against our career opportunities;
- Communicating with you about current and/or future career opportunities at Luto;
- Verifying your Candidate personal information;
- To conduct screening, assessments and interviews;
- To maintain a library of correspondence;
- To make offers and provide contracts of employment;
- If applicable and where required, supporting you with obtaining a work permit or immigration visa;
- Continuously improving our recruitment practices;
- Complying with applicable laws and regulations;
- To conduct pre-employment checks, including determining your legal right to work and carrying out criminal record and credit checks where necessary.

Types of Candidates Records

All documentation in support of a recruitment process will be collated and retained by the recruiting manager or HR Department under the job reference associated with the process and held in a vacancy file. A vacancy file will contain records such as vacancy details and approvals, the shortlisting and interview documentation of unsuccessful applicants and the eventual selection decision. The vacancy file is held by the recruiting manager or HR Department for a period of twelve months from the date of interview. All documentation for successful applicants is transferred from the vacancy file to the Employee's personal records.

How do we share Candidate personal information?

Luto will only share Candidate personal information with those that have a legitimate business interest to know.

Luto requires that External Parties provide equivalent levels of protection as applied by Luto when handling Candidate personal information. We contractually require data processors to only process the data in accordance with our instructions and to secure the data. These data processors may not use or disclose the information, except as authorised by Luto and/or to comply with legal requirements.

There are certain situations where you will share personal information directly with service providers associated with Luto, where Luto does not control how your data is processed (e.g., profile testing, assessments etc.). In those situations, please ensure you read and understand the privacy policies and practices of such providers.

Candidate personal information may be shared with our head office as appropriate to fulfil business-related purposes. We may disclose Candidate personal information if we are required to do so by law or legal process, to enforce or protect the rights and policies of Luto, or in connection with an investigation of suspected or actual illegal activity.

Who do we share Candidate personal information with?

Luto during the recruitment process may need to share your personal information with recruiting departments, Employees or External Parties as part of the recruitment process including but not limited to the following:

- Recruiting Manager
- HR Department
- Interview/Assessment panel
- Assessment testing provider
- Profile testing provider
- Occupational Health provider
- CRB/DBS provider

Selection methods

Luto uses a variety of recruitment selection methods as part of the recruitment process including but not limited to the following:

- Interviews – scored & non-scored
- Assessment tests – scored & non-scored
- Psychometric testing – automated
- Profile testing – automated

Some of the tests are automated and if you are being tested using this method you will be informed of this prior to the test. Luto recognises your rights to contest the automated decision and use an alternative method of selection using human intervention. If you wish to contest the automated decision, seek an alternative method of selection or request human intervention then please contact: Group HR Manager, Mawdsleys Group, Number Three, South Langworthy Road, PO Box 18, Salford M50 2PW. 0844 736 9016.

How do we protect your personal information?

We have security arrangements in place to guard against unauthorised access, improper use, alteration, destruction or accidental loss of Candidates personal information.

We take appropriate organisational and technical security measures and have rules and procedures in place to ensure that any personal information that we hold on computer systems is not accessed by anyone who is not authorised to be given access.

We keep Candidate personal information for as long as necessary to fulfil business-related purposes, unless a longer retention period is required or permitted by applicable law.

What are your privacy rights?

You have the right to contact the companies Data Protection Compliance Officer and request to access the Candidate personal information we may process and use about you. All communication must be directed to:

Data Protection Compliance Officer
Mawdsleys Group
Number Three
South Langworthy Road
PO Box 18
Salford
M50 2PW

0844 736 9016

Luto will endeavour to respond to any such written requests as soon as is reasonably practicable and, in any event, no longer than 1 month from receipt. In exceptional circumstances (e.g., large amounts or complex data) this timeframe may be extended to no longer than 3 months, however if this is the case the Data Protection Compliance Officer will inform you of the extended timeframe no later than 1 month from receipt of your request.

Where required by applicable law, you may ask Luto to provide your data in a format that allows you to transfer your data to a service provider as appropriate in the circumstances. You may request that inaccurate, outdated or no longer necessary information be corrected, erased or restricted.

If you are not happy with our response to your requests, you may lodge a complaint with the Information Commissioner's Office (ICO).

Sensitive Personal Information

Luto acknowledges that certain types of data are more sensitive than others. Privacy laws have defined those types of data as "Sensitive Personal Information" or "SPI". Luto has adopted those definitions and considers SPI to be any information relating to an identifiable person that includes or implies race, ethnicity, political views, religion, health, sexual orientation, genetic or biometric data and information about criminal convictions or offences.

Sensitive personal information will only be collected or held by Luto if there is a legitimate business reason or to comply with relevant laws and regulations.

Unsolicited/Speculative applications

Any speculative CV's or applications that are received by Luto at a time we are not recruiting will be deleted and the candidate will be informed.

If Luto wishes to hold your CV/application for future vacancies then the Candidates consent to do so must be obtained in writing. Once consent is obtained then the speculative CV/application will be held on file for 6 months, after this point it will be deleted/destroyed in accordance with this policies secure destruction.

Retention of data

Candidate records will be held for 12 months following their application to Luto unless a differing timeframe is required by statutory obligations, legal processes or legitimate purposes.

Secure Destruction

When data held in accordance with this policy is destroyed, it must be destroyed securely in accordance with best practice at the time of destruction.

Questions about use of your personal information

If we request personal information about you and you wish to question the business relevancy of the request or if you have any other questions or concerns regarding your Candidate personal information, please contact Mawdsleys Data Protection Compliance Officer or Mawdsleys Group HR Manager.

Reporting potential policy violations/breaches

Any individual who suspects that a personal data breach has occurred due to the theft or exposure of personal data must immediately notify Mawdsleys Data Protection Compliance Officer providing a description of what occurred. Notification of the incident can be made via e-mail, by calling, or written communication.

Mawdsleys Data Protection Compliance Officer will investigate all reported incidents to confirm whether or not a Personal Data Breach has occurred. If a Personal Data Breach is confirmed, Mawdsleys Data Protection Compliance Officer will follow the relevant authorised procedure based on the criticality and quantity of the Personal Data involved.

Future modifications of this policy

Luto reserves the right to modify this policy as needed, for example, to comply with changes in law, regulations, company practices and procedures, or to respond to new threats or new requirements imposed by data protection authorities.