



Candidate Privacy Policy

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Brief

As part of our candidate application and recruitment process, Habitat Energy collects, processes and stores personal information about you. Habitat Energy is a "data controller", which means that we are responsible for deciding how we hold and use personal information about you. If you apply for work with us (whether as an employee, worker or contractor), your data will be processed in accordance with this document.

Personal Information

In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you:

- Information you provide to us in a curriculum vitae or covering letter.
- Information you provide on an application form (where applicable), which may include name, title, address, telephone number, personal email address, date of birth, gender, employment history, qualifications.
- Information you provide to us during an interview, or information gathered as part of an assessment process.

We will use the personal information we collect about you to:

- Assess your skills, qualifications, and suitability for the role.
- Carry out background and reference checks, where applicable.
- Communicate with you about the recruitment process.
- Keep records related to our hiring processes.
- Comply with legal or regulatory requirements.

It is in our legitimate interests to use your personal information in order to assess your suitability for a position with us, to contact you in relation to your application, and to decide whether to appoint you. We also need to process your personal information to decide whether to enter into a contract with you.

During the hiring process we may also capture some sensitive personal data about you (eg. disability information). We do this in order to make reasonable adjustments to enable our candidates to apply for jobs with us, and to ensure that we comply with regulatory obligations placed on us with regard to our hiring.

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

Data Collection

We may collect personal information about you from:

- You, the candidate.
- Recruitment agencies.
- Public sources, for example where you have a public LinkedIn profile.
- Your named referees, from whom we collect data about your prior employment.

If you fail to provide information which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully.

Data Sharing

We will only share your personal information with other entities in the Habitat Energy Group and certain third party service providers (for example, our Applicant Tracking Software) for the purposes of processing your application. All our third party service providers and other entities in the Habitat Energy Group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow third parties to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

International Transfers

We may share your personal data within the Habitat Energy Group, which will involve transferring your data outside the European Economic Area (EEA).

Whenever we transfer your personal data out of the EEA, we ensure a similar degree of protection is afforded to it by ensuring at least one of the following safeguards is implemented:

- We will transfer personal data to a country recognised by the European Commission as providing an adequate level of data protection (adequacy decision).

- We may use specific contracts approved by the European Commission which give personal data the same protection it has in Europe.
- Where we use providers based in the US, we may transfer data to them if they are part of the Privacy Shield which requires them to provide similar protection to personal data shared between Europe and the US.

Data Security

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees and contracted third-parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality. We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Data Retention

We will retain your personal information for a period of 12 months after you apply for a role. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with applicable laws and regulations.

Your Rights

Under certain circumstances, by law you have the right to:

- Request access to your personal information. This enables you to receive a copy of the personal information we hold about you.
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process

it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).

- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact us at recruiting@habitat.energy.

Contact

If you have any questions about this privacy notice or how we handle your personal information, please contact us at recruiting@habitat.energy. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.