



# Because You've Asked to Be on Our Team Here's Our Privacy Notice

## What is this notice all about?

We'd love to tell you that this notice confirms that you've won the lottery or that you've got the job, but it isn't - sorry, that (hopefully) comes later (the job that is!). Because working with us is ace, we want to make sure you are well looked after and that means we need to do our part in dotting the "i"'s and crossing the "T"'s - That can be a little boring, but it's important, so do make sure you take a read!

### **Here goes...**

When you apply to work for us (whether as an employee, worker, or contractor) we want you to know exactly what we are going to do with your data, after all, it is YOUR data! That is why we are providing you with this privacy notice.

Arena Recoveries Limited (company number 13120631) is a "controller" of data. This means that we are responsible for deciding how we hold and use personal information about you.

This notice is designed to make you aware of how and why your personal data will be used, in this case it is for the purposes of our recruitment process - we hope you make the team! This notice gives you details on how long your personal data will usually be retained for. It also helpfully provides you with certain information that must be provided under the General Data Protection Regulation ((EU) 2016/679) (GDPR) all very exciting stuff, we're sure you agree!

## Important Data Protection Information

Because it is the law, we must, we comply with the data protection principles. So that means when it comes to your data we will:

- Use it in a way that is fair, transparent, and importantly, lawfully;
- Use and collect it only in the way we have clearly explained to you and for valid purposes; and not used in any way that is incompatible with those purposes;
- Keep it up to date and accurate;
- Make sure it is relevant to the purposes we've told you about and limited for only those purposes;
- Keep it only for as long as necessary for the purposes we've told you about;
- Keep it tucked away securely.

# What we will hold about you

We'll collect, store, and use the following kinds of personal information about you, for the purpose of your application to join our team:

- Your resume or curriculum vitae (depending on how you like to say it) and covering letter gives us lots of information and we will collect and store that;
- The information that you entered on your application form will also be collected and stored - this includes:
  - Your Name
  - Your Title /Preferred Pronoun
  - Your Gender
  - Your Telephone Number
  - Your Email Address
  - Your Address
  - Your Date of Birth if provided
  - Your Employment History
  - Your Qualifications

We might also collect, store, and use the following, more sensitive, types of personal information such as:

- Sickness records
- Health Data
- Details of Medical Conditions
- And let's not forget any information you provide us during the interview process which may be an assessment that we gave you.

# How we will collect your personal information

We'll collect some personal information about candidates and potential candidates from a few places - here are a few we expect to deal with:

- The Candidate (that's you)
- The Recruitment Agency (If you came through one)
- Your Referees (the ones you gave us, nothing to do with sport!)
- Your Online info (Like LinkedIn or Facebook)

These sources will provide us similar data to the "What we hold about you" section.

# How will we use your personal information?

Now that we have gone to all that effort to collect it, we will use it to:

- Carry out reference checks (where we need to);
- Assess your qualifications, skills, and suitability for the role;
- Let you know about the recruitment process;
- Keep records relating to our recruitment and hiring process;
- Ensure we comply with regulatory or legal requirements.

When we have received your application form, cover letter, resume or curriculum vitae (whichever this may be), we will process your data and decide if you meet our requirements for shortlisting for the role. Sometimes, we will arrange a short telephone, Skype, Zoom, Google Meet or Microsoft Teams interview to help us get to know you a little better or to clarify some of the information you have provided.

We will then make the decision as to the strength of your application and if we like your application enough, we will invite you to a formal interview. We will make sure you are given plenty of notice and we'll let you know what to expect before you see us (in person or over the web).

Where we invited you to attend a formal interview, we'll use the information you provide us there and any results of assessments you have taken, to decide if we will offer you a role. If we decide that we want you on our team, we will do some reference checks before confirming your appointment to the role.

It is in our interest to use the information you have provided through the sources above and interview to assess your suitability for the role. The hiring decision is final and if we do decide to enter into a contract with you, we will use this personal information for your records.

## What if I don't give you all the information you need?

We'll request some information because we need it to help us consider your application, even if your interview was successful. If you fail to provide information when requested (like evidence of your qualifications or work history) we won't be able to process or complete your application successfully. This means we could rescind an offer made to you that was subject to information being disclosed.

Examples of information we might ask for are:

- References
- Credit Checks
- Security Clearance Information

This is information that we may need to know, but we won't ask you for it unless it is needed, and we won't search for it without your permission – but not providing your permission where we do need this could result in us rescinding an offer made to you that was subject to information being disclosed.

# If I give you very sensitive, personal information, how will you use it?

We'll use very sensitive personal information on your disability status to inform us on any adjustments we will need to make to our working environment suitable for your needs at interview and beyond.

## Automated decision-making

If you have made your application via a recruitment agency (who's selection processes are not subject to this notice) we cannot confirm if you have been subject to automated decision making. However, when you deal with Arena Recoveries you will not be subject to decisions that will have a significant impact on you based solely on automated decision making.

## Information about criminal convictions

In the UK, we do not expect to process information about criminal convictions.

## How we share data

We will only share your personal information with the people that are processing your application, this could be:

- The Recruitment Agent
- Hiring Manager (if not attending interview)
- Our Human Resources Team

All service providers and other group entities are required to ensure that robust and appropriate security measures are in place to protect personal information in line with our policies and procedures. 3<sup>rd</sup> Party providers are not given permission by us to use your personal data for their own purposes. We only permit them to process your personal data in accordance with our specific instructions for specific purposes.

## The security of your data

Appropriate security measures have been put in place to prevent your personal information from being lost accidentally, used, or accessed in a way that is unauthorised, altered or disclosed. Our procedures limit access to your personal information to the employees, contractors and third parties. These parties are informed only on a need-to-know basis. They will only process your personal information when we have provided clear instruction to do so, and they are subject to duty and confidentiality.

# What are my rights to access, fix, delete and restrict the personal data you hold?

Under a number of circumstances, the law allows you to:

- Request access to your personal data;
- Request correction of your personal data;
- Request erasure of your personal data\* ;
- Object to the processing of your personal data;
- Request the restriction of processing your personal data;
- Request transfer of your personal data to another party.

\*Erasure of your personal data enables you to ask us to remove or delete personal information, where there is no good reason for us to continue to process it.

If you want to verify, review, fix or request erasure of, object to the procession of your personal data, or request transferal to a third party, please contact our Privacy team at [DataPrivacy@Arena-Recoveries.com](mailto:DataPrivacy@Arena-Recoveries.com) .

## Marketing and your data

As you are applying for a role at Arena Recoveries, we will not use your personal information for any marketing purposes other than contacting you about suitable positions. To opt out of receiving these communications please contact [DataPrivacy@Arena-Recoveries.com](mailto:DataPrivacy@Arena-Recoveries.com) .

## Data protection officer

Because there is a lot to do to ensure that data protection is done properly, we have appointed one of our team to oversee the compliance of this privacy notice; they are known as the Data Protection Officer or "DPO". If you have further questions on how we handle your personal data, please contact [DataPrivacy@Arena-Recoveries.com](mailto:DataPrivacy@Arena-Recoveries.com) .

## Your right to complain

In the UK, you have the right to make a complaint at any time about our conduct with regards to your data, to do this you need to contact the Information Commissioners Office or "ICO" - this is the UK authority that supervises data protection matters.

Phew! Got all that? Best of luck with your application!