

JMC Recruitment Solutions Limited: Privacy Notice for Speculative Employees

(This notice is for internal roles with JMC, not for roles with Our clients – please see Our Data Use Statement on Our website for information in that regard)

Introduction: you will be looking at this privacy notice if you are considering applying for and/or have applied for a job with Us and/or if We have contacted in relation to a job with Us. We are required by law to provide you with certain information in relation to Our use of your personal data and this privacy notice seeks to achieve that.

Who are We: JMC Recruitment Solutions Limited (registered in England and Wales with company number: 06583787) and with Our registered address at Unit 1 (First Floor), Exeter International Office Park, Clyst Honiton, Devon, EX5 2HL (referred to in this document as “JMC”, “Us”, “We”, “Our”). We can also be contacted at this address. In connection with your application for a job with Us, We hold and process personal data about you and confirm therefore that We are a data controller. We have appointed a data protection officer (the “Data Protection Officer”) who can be contacted at the address above or by email at dpo@jmc-grouppltd.co.uk.

Purpose of the processing and legal basis for processing: the personal data you provide to Us in connection with your job application and/or the information We obtain from third party sources about You in connection with your job application (such details are usually your curriculum vitae from a job search website or a recruitment agency, but may be details from a social media forum or a business contact or a reference from a previous employer) shall be used by Us to evaluate and assess your suitability for a job with Us. The legal basis that We shall usually rely on for such processing is that We have a legitimate interest (which is not overridden by your rights and freedoms) in this assessment and evaluation in seeking out the correct person for the job. We may also rely on the following bases: that processing is necessary for a legal obligation to which We are subject and/or processing is necessary for the performance of a contract or the entry into a contract to which you are (or will be) a party and/or (where it has been given) that We have your consent to such processing (consent may be withdrawn at any time please email hr@jmc-grouppltd.co.uk). We do not anticipate that any of the personal data that We process during the course of your job application process will be special categories of personal data / data relating to criminal convictions and offences, however if We are provided with such information, We shall either disregard such information (and delete it where necessary) and/or seek your explicit consent to the processing of it and/or rely on the fact that processing is necessary in connection with your rights in the field of employment law (and ensure that appropriate safeguards are in place).

Sharing your personal data: We may share your personal details with your referees and/or if required as part of Our agreement with the job search website or recruitment agency (from where your details were obtained), that source. We may share your details with third party reference agencies and/or external advisors and/or other third parties as part of Our recruitment process. We may share your personal data with other companies in Our group of companies. We do not anticipate transferring your personal data outside of the EEA and if that were the case, We would contact you.

Keeping your personal data: Once the job application process has been completed, then: (a) if you are unsuccessful or chose not to accept an offer/start employment, We shall keep your personal data for 6 months (unless there is a good reason for Us to keep it longer, for example for internal audit or compliance reason or the establishment, exercise or defence of legal claims); or (b) where you are successful and commence employment with Us, We shall keep your data in accordance with Our practices for Our employees. Where (a) applies if another role arises which We believe you may be suitable for (and you have opt-ed in to receiving such information) We shall process your personal data during that period to alert you of such roles (using consent as Our lawful basis of processing).

Your rights: you have various rights in connection with Our use of your data: the right to request access to, the right to request rectification of, the right to request erasure of, the right to request the restriction of processing of, the right to object to the processing of and (in some circumstances) the right to portability of your personal data. Please contact Our Data Protection Officer (contact details

are above) if you wish to exercise any of these rights. You also have the right to withdraw any consent given by you to any processing of personal data at any time (please contact hr@jmc-grouppltd.co.uk), such withdrawal shall not affect any processing done on that basis before it was withdrawn. You also have the right to complain to the supervisory authority, the Information Commissioner (see <https://ico.org.uk/make-a-complaint/> for contact details).

Other: during the application process there is no contractual obligation to provide Us with any personal details. If a role requires information (because of a statutory requirement) during the application stage then this will be made clear to you and without that information, We may not be able to continue with your application. We do not undertake any automated decision making during Our recruitment process. We take appropriate technical and organisational measures to protect your personal data. We may update this privacy notice at any time at Our absolute discretion.