

Candidate Privacy Notice

Classification: Commercial in Confidence
Candidate Privacy Notice Version 1.1



We're committed to protecting your rights and freedoms with regards to your personal data. This notice describes how we collect, store, use, and share personal information. It also explains the rights you have in relation to the personal information that we hold about you.

This notice is applicable to all candidates globally, both those applying for permanent and fixed term roles. It applies to agents and contractors, as well as other roles such as interns, trainees and graduates who work on an NCC Group project.

Where you submit information about others such as people who may provide personal references, we'll explain how their information will be used. Please make sure that they're aware of this.

Please note that we have layered this Notice in order to simplify the content, which is in accordance with good practice guidance issues by the EU Data Protection Regulators. This mean we have embedded links to further information at the appropriate point, to ensure this is easily accessible. We have checked these links are authentic prior to publication.

Who we are

When we say 'we' or 'us' in this notice, we're referring to NCC Group plc, a company registered in England and Wales (registered number 04627044) whose registered office is at XYZ Building, 2 Hardman Boulevard, Spinningfields, Manchester, M3 3AQ.

Within NCC Group additional entities are employers, so will also process your personal data as 'Data Controllers'. Please see your contract for the applicable entity, which includes;

- Australia – NCC Group PTY Ltd
- Canada – NCC Group Security Services Corporation
- Denmark – FortConsult A/S
- Germany – NCC Group GMBH
- Lithuania – FortConsult UAB
- Netherlands - Fox IT BV, NCC Group Escrow Europe BV
- Singapore - NCC Group Pte Limited
- UK - NCC Group Security Services Ltd, NCC Services Limited
- US – NCC Group Security Services Inc, NCC Group Inc, NCC Group Escrow Associates LLC, Payment Software Company Inc, Virtual Security Research LLC

What kinds of information do we collect about you?

We're subject to a variety of legal regimes, so the personal data we collect will vary from country to country. To make sure this privacy notice is clear for everyone, we've summarised the types of personal data below, and called out the main differences;

- Personal - such as name, date and place of birth, contact numbers, email, address, gender, picture. We collect marital status in some countries upon appointment, and in the US we'll note if you're from a latino background or if you're a veteran.
- Education and training - qualifications, training records and any professional certifications relevant to your role.
- Job-related - such as references, CVs, screening outcome, start date, department, line manager, salary, benefits.
- Conflict of interest information – such as details of investment portfolios and / or other positions. This will only be for specific high risk roles.
- Government identification – such as passports, national ID cards, driving licences or other permits.
- Citizenship and diversity – such as ethnic origin, religious /similar beliefs, sexual preference and detail of any disabilities. We'll

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only ask for this information in countries where we have a legal basis to do so.

- Referees (people who provide references for you) – we'll only use their information to obtain the references, and will retain copies on your file.
- Call recordings, CCTV footage and Building Access logs – such as if you have an assessment with our Sales Team (where calls are recorded), or when you attend any of our premises.

- Internet searches / job boards.
- Social Media channels such as Twitter and GitHub, where we will make or keep in contact with potential candidates.
- Events / networks / lectures.
- Technical competitions and challenges.
- Referrers, i.e. employees who refer a candidates for a role.

Depending on the applicable screening practices in your country, we may collect information from other sources;

- Screening provider – the service may involve the provider requesting data from the Police, past employers and other relevant third parties.
- Government departments – for example driving licence authorities to check you are safe to drive on business. Fox IT's screening process may involve government or military departments – with the level of screening depending on the position / department / responsibilities.

Where we obtain such information, we'll look to make sure you're informed in advance – for example as part of your contract and privacy notices within screening forms, and we also publish this privacy notice on our website.

Why do we use your personal information?

We keep personal information about you in order to administer our recruitment processes and to allow us to improve our processes. This includes for:

- Recruitment
- Screening
- HR administration / payroll
- Identity checks
- Ad hoc / by exception for legal defence, or in an emergency situation
- Equalities monitoring
- Analysis and management reporting
- Call recordings
- CCTV
- Website monitoring

Where do we get your information from?

As well as receiving information directly from you, your references and your hiring manager, we also obtain information from;

- LinkedIn, when you apply for a role via LinkedIn or other means, or where we are proactively searching for candidates. We can see full profiles and contact details unless you have changed your LinkedIn settings. Please see the [LinkedIn Privacy Policy](#) for more.
- Recruitment agencies.

How do we use your personal information, and what are our legal grounds?

Worldwide, a number of Data Protection laws require organisations to process personal information only where we have a 'lawful basis'. This section will explain the legal basis/es applicable in your country.

Please make sure you read the 'Use of your Information' column below regardless of your location.

Australia

- For sensitive information, such as diversity information, consent is required.

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- (A legal basis is not required for non-sensitive information.)

Canada

- Consent is required.

Singapore

- We use the employment conditions for collection and use of your data.
- Consent is required for diversity information.

US

- N/a – legal basis isn't required.

Where we process your personal data based on consent as within your local data protection law, it is

worth noting that this is **not the same** as consent under the GDPR. The requirements for GDPR-standard consent means this can only be used in very specific circumstances, and it is unlikely to be applicable to employees.

Where we are using non-GDPR standard consent, we will imply your consent by way of you entering into a contract with us, and will make sure the consent is informed by way of providing you with this notice. However please note that if you withdraw your consent, then we may not delete your data if we have a good reason for keeping it.

Below you can see more detail on legal bases under the General Data Protection Regulation;

| Use of your information | Legal ground |
|--|---|
| <p>Website monitoring</p> <p>We use consent to set and access cookies, when you visit our websites. See our Cookie Policy for more information.</p> | <p>Consent</p> <p>Your personal information may be processed when we receive your consent. The consent you provide must be freely given, informed, specific, unambiguous and be given with a positive affirmative action. Your consent can be withdrawn at any time.</p> <p>Consent is not usually deemed appropriate for employee data, due to the imbalance in the relationship – it is much harder for consent to be freely given. However it is a legal requirement for cookies.</p> |
| <p>Recruitment</p> <p>Our Talent and Recruitment teams post adverts and search for candidates. They collect applicants' names, contact details and CVs / details of relevant work experience, education and skills / LinkedIn profiles (as appropriate for the application method), and review these for suitability to create a short-list. This initial screening may involve a phone call to aid this initial screening, and / or to answer any questions you may have.</p> <p>In order to reduce unconscious bias, the Team may de-identify applications before sharing the short-listed candidates with the hiring manager. The manager then selects those they'd like to interview, at which point the Talent Team will always share identifiable CVs and</p> | <p>Necessary for the performance of a contract</p> <p>Your personal data may be processed when it's necessary in order to enter into or perform a contract.</p> |

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| <p>LinkedIn profiles. The interview process may involve more than 1 step.</p> <p>If you are an internal candidate, in the UK the Talent Team will check you meet the eligibility requirements for an internal transfer which involves checking HR records / speaking to the HR Team. Please see the Employee Guide to Internal Recruitment on Workday.</p> <p>Screening</p> <p>For some roles, NCC Group may need to carry out screening / vetting. This may include requesting references from previous employers and individuals who can verify your identity and / or skills and experience (we will explain the relevant process before proceeding). In the UK, we engage the services of a security screening company to carry out vetting, or in other countries we often do this ourselves.</p> <p>Where your role requires security screening, you will be required to undergo this process as a requirement of your employment contract. This screening is proportionate to make sure we comply with legal requirements and to make sure you're not susceptible to outside pressures which could compromise us.</p> <p>We will only obtain and further process criminal conviction information where this is authorised by national law; for example, through an established national criminal records vetting process.</p> <p>In Canada, screening providers aren't used so the process involves you obtaining a criminal record check yourself from the RCMP / Policy.</p> <p>Note only the screening date and date of next screening is stored in Workday. In the UK, as we use a screening company we don't get the specific details of screening, only the outcome. In countries where we do our own screening (which may just be employment references or may include credit reference / police record checks depending on the role), we store the personal data processed in order to conduct the screening within your local HR Team.</p> | <p>Necessary for the performance of a contract</p> <p>Your personal data may be processed when it's necessary in order to enter into or perform a contract.</p> |
| <p>Identity checks</p> <p>We request copies of official identity / registration documents (passport, ID card, driving licence etc. as acceptable in your country) – in the UK this is when we want make an offer of employment (we need to see these before we issue the offer), or in the US this would be on your first day of work. We may take copies of these documents to verify an individual's identity, and their right to work in the location where you would be working, or we may just need to document we've seen these (in the US we attest to this using an I-9 form). Please only send us such details via a secure method – normal email is not secure for transferring sensitive information such as ID documents, but we can provide a secure portal where needed.</p> | <p>Necessary for compliance with a legal obligation</p> <p>Your personal information may be processed in order to meet any legal obligations NCC Group is subject to.</p> |

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| <p>Ad hoc</p> <p>We may disclose or share your personal data in order to comply with any legal obligation such as a court order.</p> | <p>Necessary for compliance with a legal obligation</p> <p>Your personal information may be processed in order to meet any legal obligations NCC Group is subject to.</p> |
| <p>By exception</p> <p>We may disclose your information to the police or other authorities if we have serious concerns about you or another's wellbeing.</p> | <p>Necessary to protect vital interests</p> <p>This will usually only apply in 'life-or-death' scenarios.</p> |
| <p>Equalities monitoring</p> <p>We collect and process racial or ethnic origin data to monitor equality of opportunity within NCC Group businesses. We will use this information to produce aggregated statistics about staff members in order to promote equality. These statistics will not allow individuals to be identified, and only your local HR team are able to see this information – the central (UK) team can report on this in aggregated form only.</p> <p>We have a legal basis to do this in the UK, and outside of Europe we are able to collect such information with your consent. However regardless of your location, the provision of equality data is not a statutory or contractual requirement, and is entirely voluntary. There are no consequences if you decide not to provide this information.</p> | <p>Necessary for equality of opportunities monitoring (UK Data Protection Act only)</p> |

Necessary for legitimate interests

We also use your information when we have a 'legitimate interest' and that interest isn't outweighed by your privacy rights. Each activity is assessed and your rights and freedoms are taken into account to make sure that we're not being intrusive or doing anything beyond your reasonable expectation.

We'll assess the information we need, so we only use the minimum. If you want further information about processing under legitimate interests you can contact us using the details below.

You also have the right to object to any processing done under legitimate interests. We'll re-assess the balance between our interests and yours, considering your particular circumstances. If we have a compelling reason we may still continue to use your information. We use legitimate interests for the following:

| Use of your information | Legitimate interest(s) |
|--|---|
| <p>Recruitment</p> <p>Our Talent Teams participate in a variety of events / networks / lectures including hacking challenges, job fairs at universities etc. When we do so, we may collect your CV or contact details if you're</p> | <p>We need to attract candidates who have the talents which will enable us to meet our commitments to our clients and develop our business.</p> |

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| <p>interested in working for us now or in the future – in the UK we just collect details to allow us to connect on Social Media, whereas in Fox IT we keep more information.</p> | |
| <p>Analysis and management reporting</p> <p>We analyse and report on our recruitment activities. Where we do so, we do this to produce aggregated reports – i.e. facts and figures, which no longer contain personal data. Any monitoring of individuals would only take place as part of a compliance monitoring assessment or an investigation.</p> <p>Key KPIs which are analysed relate to the time to hire, agency fees / savings, stakeholder satisfaction and hiring against business objectives.</p> | <p>We need to analyse and assess our recruitment performance in order to optimise our resources and ensure we're recruiting the right people promptly.</p> <p>We need to make sure we're appropriately allocating our resources and that our travel (e.g. to industry events and recruitment fairs) is cost-effective.</p> |
| <p>Call Recordings</p> <p>Calls to our Sales Team are recorded, this may be applicable if you have a telephone assessment or similar with a sales team member.</p> | <p>We need to record calls for training and quality purposes, as well as to prevent fraud or other malpractice.</p> |
| <p>CCTV</p> <p>NCC Group buildings are monitored by CCTV cameras.</p> <p>Note that in some countries, we do have legal obligations to process CCTV such as the ABDO law in the Netherlands.</p> | <p>We need to ensure the safety and security of NCC Group staff, customers and other visitors.</p> |

Who do we share your personal information with?

We share your personal data with other organisations. Who we share your personal data will depend on the job you have applied for and which location you are in. The organisations we share personal data with are as follows;

- Screening providers (which will include the Police and government departments / agencies for some Fox IT staff).
- Systems providers such as Workday, our financial management and human capital software provider.
- Government bodies and Regulators such as UWV, HMRC, the Health & Safety Executive

(HSE), Federal Trade Commission, data protection regulators worldwide.

- Professional services providers and consultants where warranted, such as contractors, external auditors and lawyers.

Providers as relevant to your role, such as health providers. For example our third party occupational health provider Bupa in the UK may be consulted on making adjustments.

We will always ensure that personal data will only be shared where there is a requirement to do so, and where appropriate technical, organisational, and where necessary, contractual measures are in place in order to ensure its protection.

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Overseas transfers

The data that we process about you may be transferred to, or 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.

We need to have legal grounds to transfer your data outside of the EEA. Some countries have been assessed by the EU as being 'adequate', which means their legal system offers a level of protection for personal information which is equal to the EU's protection. The EU Commissioner has also approved Privacy Shield and Binding Corporate Rules (BCRs) as adequacy mechanisms. Both these require the company to commit to European data protection standards and provide oversight mechanisms, but BCRs are approved for a group of companies, in conjunction with all EU supervisory authorities, and require extensive monitoring and oversight before the BCRs are authorised.

Where the country or mechanism hasn't been assessed as adequate, the method we use most frequently is Standard Contractual Clauses (SCCs). The European Commission has recognised SCCs as offering adequate safeguards to protect your rights and we'll use these where required ensuring adequate protection for your information. The European Commission approved standard contractual clauses are available [here](#).

We have SCCs in place to allow sharing between NCC Group entities globally. For our service providers, we make sure we have contract terms and make checks of their control environments to ensure that your data is treated securely and in accordance with this privacy policy.

The main transfer of your personal data will be to Workday. The data is stored within the EEA – in Ireland and the Netherlands - however if we need specialist support on a change or initiative, there may be some remote access by Workday specialists in the US. We have SCCs in place in our contract with Workday, but they are also signatories to the EU-US Privacy Shield and have BCRs. We have also conducted extensive due diligence on Workday's controls.

If you're based in a country outside of the EEA, there may be local obligations with regards to the transfer. See below for details of the controls which we will apply to satisfy these;

- Australia – contractual commitments to comply with the Privacy Principles.
- Canada – clear privacy notices explaining the transfer. We also need to tell you who to contact for more information. Please contact the Privacy Team as per the Contact section below.
- Singapore – standard contractual clauses & BCRs are approved mechanisms.
- US – n/a - no restrictions around overseas transfers in the US.

How long do we keep personal information for?

Unless otherwise set out in this Privacy Notice, any information we process about you will be retained by us until we no longer need it for the purposes for which it was collected, as set out in this Privacy Notice. We will base that decision on criteria, including;

- Any legal or regulatory requirements to delete or retain the data for a specific timeframe,
- Our legitimate business reasons for keeping the data, such as to analyse and assess our activities. This includes assessing the fairness of our recruitment practices,
- The likelihood of a claim arising where we'd need to defend our conduct, and;
- Whether the data is likely to remain up to date.

We will review and delete or destroy personal data on a regular basis. If we are unable, using reasonable endeavours, to delete or destroy personal data we will ensure that the personal data is encrypted or protected by security measures so that it is not readily available or accessible by us.

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Automated decisions / profiling

Automated decisions are where a computer makes a decision about you without a person being involved. We don't make any automated decisions about short-listing, as we don't use automated CV or application screening.

We do use testing for technical vacancies, but this isn't automated. We may look to use tools which automate this in the future, but before we do we will assess this for fairness, and update this notice if this goes ahead.

Your rights under the General Data Protection Regulation

There are a number of rights available under the General Data Protection Regulation (GDPR). These don't usually require any fee, and require us to respond within 1 calendar month in most circumstances. Not all rights apply in all situations, but for clarity we have not included full details here.

The easiest way to exercise any of your rights, or enquire if a right is applicable in a specific circumstance, would be to contact our Data Privacy Team using the contact details below. If we need further information to comply with your request we'll let you know.

If you are not based within the EEA, the Data Privacy Team will assess your request based on our ability to provide for your rights rather than your location.

Access to your data

You have the right to ask for access to and receive copies of your personal data. You can also ask us to provide a range of information relating to our processing of your data.

Rectification of your data

If you believe personal data we hold about you is

inaccurate or incomplete, you can ask us to correct that information.

Right to be forgotten

In some circumstances, you have the right to ask us to delete personal data we hold about you.

Right to restrict processing

In some circumstances you are entitled to ask us to restrict processing of your personal data. This means we will stop using your personal data but we don't have to delete it.

Data portability

You have the right to ask us to provide your personal data in a structured, commonly used and machine-readable format so that you are able to transmit the personal data to another data controller.

Right to object

You are entitled to object to us processing your personal data if the processing is based on legitimate interests and/or is for the purposes of scientific or historical research / statistics.

If you would like to exercise any of your rights in respect of your personal data, please contact dataprotection@nccgroup.com or write to us at XYZ Building, 2 Hardman Boulevard, Spinningfields, Manchester, M3 3AQ.

Changes to this Privacy Notice

Any changes we may make to the Candidate Data Privacy Notice in the future will be posted on this page and, where appropriate, notified to you by email. Please check back frequently to see any updates or changes.

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Contact

Our Group Data Protection Officer can be contacted using the following email address: dataprotection@nccgroup.com, or alternatively by writing to XYZ Building, 2 Hardman Boulevard, Spinningfields, Manchester, M3 3AQ.

Questions, comments and requests regarding the Staff Data Privacy Notice are welcomed and should be addressed to dataprotection@nccgroup.com.

If you have any concerns about the ways in which we process your personal data, you have a right to complain to the relevant supervisory authority in your jurisdiction. We'd encourage you to contact us first, so we can address your concerns.

Please see below for details of the relevant regulators;

- Denmark
 - [Datatilsynet](#)
 - T: 33 19 32 00
- Germany
 - [Bayerisches Landesamt für Datenschutzaufsicht](#)
 - 0981 1800930
- Lithuania
 - [State Data Protection Inspectorate](#)
 - T: 271 2804 / 279 1445
- Netherlands
 - [Autoriteit Persoonsgegevens](#)
 - T:070 888 8501
- Spain
 - [Agencia Española Protección Datos](#)
 - T: 901 100 099 / 91 266 35 17
- UK
 - [Information Commissioner's Office \(ICO\)](#)
 - T: 0303 123 1113