

Job Applicant Privacy Notice

EV Cargo collects and process personal data relating to job applicants as part of our recruitment process. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

This notice sets out the basis on which we collect, use and disclose the personal data of our job applicants, as well as your rights in respect of such personal data.

What information does the company collect and how?

EV Cargo collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information from interviews and phone-screenings you may have;
- information about your current level of remuneration, including benefit entitlements;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

EV Cargo collects this information in a variety of ways. For example, data might be contained in application forms or CVs (including when these are sent to us as part of speculative applications or queries), obtained from your passport or other identity documents, or collected through interviews or other methods of assessment.

EV Cargo also collects personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in our HR management systems and on other IT systems (including email) and with hiring managers.

Why does EV Cargo process personal data?

EV Cargo needs to process data to take steps at your request, prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts.

EV Cargo has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

EV Cargo process health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

EV Cargo processes other special categories of data, such as information about ethnic origin, sexual orientation, health, religion or belief, age, gender or marital status. This is done for the purposes of equal opportunities monitoring with the explicit consent of job applicants, which can be withdrawn at any time.

For some roles, EV Cargo is obliged to seek information about criminal convictions and offences. Where EV Cargo seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

EV Cargo will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy, and IT staff if access to the data is necessary for the performance of their roles.

EV Cargo will not share your data with third parties, unless your application for employment is successful and it makes an offer of employment. EV Cargo will then share your data with former employers in order to obtain references for you.

EV Cargo will not transfer your data outside the European Economic Area.

How does EV Cargo protect data?

EV Cargo takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. Further information can be found in the Data Protection Policy.

For how long does EV Cargo keep data?

If your application for employment is unsuccessful (including when you have speculatively applied to us in respect of a role which is not available), we will hold your data on file for 6 months. At the end of that period, your data is deleted or destroyed (unless we need to retain it for longer to exercise or defend any legal claims).

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which employee data is held will be provided to you in a separate employee privacy notice.

Your rights

As a data subject, you have a number of rights under data protection law. You can:

- access and obtain a copy of your data on request;
- require Waterstones to change incorrect or incomplete data;
- require Waterstones to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where Waterstones is relying on its legitimate interests as the legal ground for processing; or
- ask us to transfer your data to another organisation.

If you would like to exercise any of these rights or if you have any questions about this notice or our processing of your data more generally, please contact evcuk.resourcing@evcargo.com or telephone 01895 206101. You can make a subject access request by completing EV Cargo's Subject Access Request Form.

If you believe that the company has not complied with your data protection rights, you can complain to the Information Commissioner's Office.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to EV Cargo during the recruitment process. However, if you do not provide the information, EV Cargo may not be able to process your application properly or at all.

You are under no obligation to provide information for equal opportunities monitoring purposes and there is no consequences for your application if you choose not to provide such information.

Automated decision-making

Some of EV Cargo's recruitment processes are based solely on automated decision-making. This is specifically for qualifying purposes for Right to Work in the UK and for roles where it is a requirement of the role to have a specific licence.

If you have any queries regarding the detail of this Privacy Notice, please contact our Resourcing Team via email evcuk.resourcing@evcargo.com or telephone 01895 206101.