



JOB APPLICANT PRIVACY NOTICE

DATA CONTROLLER: STORAGEOS LIMITED

PERSON RESPONSIBLE FOR DATA PROTECTION COMPLIANCE: BRENT KRONENBERG

As part of any recruitment process, StorageOS collects and processes personal data relating to job applicants. StorageOS is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

WHAT INFORMATION DOES STORAGEOS COLLECT?

StorageOS collects a range of information about you. This may include:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which StorageOS needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK.

StorageOS collects this information in a variety of ways. For example, data is collected through information you provide to us via application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

StorageOS will also collect personal data about you from third parties, such as references supplied by former employers. StorageOS will seek information from third parties only once a job offer to you 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 HR management systems and on other IT systems (including email).

WHY DOES STORAGEOS PROCESS PERSONAL DATA?

StorageOS 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, StorageOS needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

StorageOS 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 StorageOS to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. StorageOS may also need to process data from job applicants to respond to and defend against legal claims.



Where StorageOS relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

StorageOS processes 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.

If your application is unsuccessful, StorageOS will keep your personal data on file in case there are future employment opportunities for which you may be suited. StorageOS will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

WHO HAS ACCESS TO DATA?

Your information will 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.

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

Your personal data may be transferred to countries outside the EEA to other companies with Our Group. Data is transferred outside the EEA on the basis of our Legitimate Interests and our Legal Obligations of ensuring effective general HR and business administration. Any other non-EEA related transfers of your personal data will take place in accordance with the appropriate international data transfer mechanisms and standards.

HOW DOES STORAGEOS PROTECT DATA?

StorageOS 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.

FOR HOW LONG DOES STORAGEOS KEEP DATA?

If your application for employment is unsuccessful, StorageOS will hold your data on file for 12 months after the end of the relevant recruitment process. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed.

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 your data will be held will be provided to you in a new privacy notice.



YOUR RIGHTS

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

- access and obtain a copy of your data on request;
- require StorageOS to change incorrect or incomplete data;
- require StorageOS 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 StorageOS is relying on its legitimate interests as the legal ground for processing; and
- ask StorageOS to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override StorageOS legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact using the contact information at the end of this notice.

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

WHAT IF YOU DO NOT PROVIDE PERSONAL DATA?

You are under no statutory or contractual obligation to provide data to StorageOS during the recruitment process. However, if you do not provide the information, StorageOS 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 are no consequences for your application if you choose not to provide such information.

AUTOMATED DECISION-MAKING

Recruitment processes are not based solely on automated decision-making.

CONTACTING THE COMPANY

To make a subject access request, or assert any rights in relation to personal data, please contact us by email at Privacy@storageos.com, by telephone on +44 (0) 20 3915 1377, or by post at StorageOS, 20 Midtown, 20 Procter Street, London, WC1V 6NX.