



REVOLUTION VIEWING LTD.

Job Applicant Privacy Notice

v05 - 20 September, 2023 (AW)

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hello@revolutionviewing.com
www.revolutionviewing.com

1. WHAT INFORMATION DOES REVOLUTION VIEWING COLLECT & WHY?

Revolution Viewing collects a range of information about you, including:

- 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 Revolution Viewing needs to make reasonable adjustments during the recruitment process and
- information about your entitlement to work in the UK

Revolution Viewing collects this information in various ways—for example, data contained in an application form, CV, resume or cover letter and or obtained from your passport or other identity documents or collected through interviews or other assessment forms.

Revolution Viewing may also collect personal data about you from third parties, such as references supplied by former employers. Revolution Viewing will only seek information from third parties where Revolution Viewing has your consent to do so.

Revolution Viewing will store the above data in various places, including your application record, HR management systems, and other IT systems (including email).

2. WHY DOES REVOLUTION VIEWING PROCESS PERSONAL DATA?

Revolution Viewing needs to process data to take steps at your request before entering into a contract. Revolution Viewing may also need to process your data to enter a contract.

In some cases, Revolution Viewing needs to process data to ensure that Revolution Viewing complies with legal obligations. For example, checking a successful applicant's eligibility to work in the UK is mandatory before employment starts.

Revolution Viewing has a legitimate interest in processing personal data during recruitment and 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. Revolution Viewing may also need to process data from job applicants to respond to and defend against legal claims.

Revolution Viewing may process special categories of data, such as information about ethnic origin, sexual orientation, religion, or belief, to monitor recruitment statistics. Revolution Viewing may also collect information about whether or not applicants are disabled to make reasonable adjustments for those with a disability. Revolution Viewing processes such information to carry out the required obligations and exercise specific concerning action to employment.

If your application is unsuccessful, Revolution Viewing may keep your data on file for some time (see section 5 below for timescales) in case there are future employment opportunities for which you may be suited. Revolution Viewing will ask for your consent to keep your data for any longer than the stated timescale, and you are free to withdraw your consent at any time.

3. WHO HAS ACCESS TO THE DATA?

Your information may be shared internally at Revolution Viewing for the recruitment exercise. This information may be shared with 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.

Revolution Viewing will only share your data with third parties if your employment application is successful. Revolution Viewing may transfer your data with former employers to obtain references for you and employment background check providers to get necessary background checks.

4. HOW DOES REVOLUTION VIEWING PROTECT DATA?

Revolution Viewing takes the security of your data seriously. Revolution Viewing has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is only accessed by our employees in the necessary performance of their duties.

5. FOR HOW LONG DOES REVOLUTION VIEWING KEEP DATA?

If your employment application is unsuccessful, Revolution Viewing will hold your data on file for 12 (twelve) months after the end of the relevant recruitment process. At the end of that period, 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 Human Resources (HR) file (electronic and paper-based) and retained during your employment. The periods for which your data will be held will be provided to you in Revolution Viewing's Employee Privacy Notice.

Suppose you are applying for, or requesting to be considered for freelance working opportunities. In that case, Revolution Viewing will hold your data on file for the duration of your freelance working relationship, or for a maximum of 7 years if you do not enter a freelance working relationship.

6. THE RIGHTS OF JOB APPLICANTS

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

- access and obtain a copy of your data on request;
- require Revolution Viewing to change incorrect or incomplete data;
- require Revolution Viewing to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to processing your data, where Revolution Viewing relies on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please email us at: hello@revolutionviewing.com.

If you believe Revolution Viewing has not complied with your data protection rights, you can complain to the Information Commissioner's Office (<https://ico.org.uk/>).

7. WHAT IF JOB APPLICANTS DO NOT PROVIDE PERSONAL DATA?

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

8. AUTOMATED DECISION MAKING

Employment decisions are not based solely on automated decision-making.

9. DATA PRIVACY OFFICER

If you have any questions, suggestions or feedback on this policy, please contact our Chief Operations Officer and Data Privacy Officer, Tony Lyons:

Email: tony.lyons@revolutionviewing.com

Telephone: +44 (0)113 205 3750

Address: Revolution Viewing Ltd, 103 Kirkstall Road, Leeds, LS3 1JL