

TATA Chemicals Europe Limited

Recruitment Privacy Notice



TATA CHEMICALS EUROPE

TCE – Recruitment Privacy Notice

Last Updated on 16 October 2018

What is the purpose of this document?

TATA Chemicals Europe Limited (we) are responsible for deciding how we hold and use personal information about you. You are being sent a copy of this privacy notice because you are applying for work with us (whether as an employee, worker or contractor). It makes you aware how and why your personal data will be used, namely for the purposes of the recruitment exercise, how long it will usually be retained for and other information we are required by law to notify to you.

We will comply with data protection law and principles and a copy of our Data Protection Policy is available on request.

The kind of information we hold about you

In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you:

- The information you have provided to us in your curriculum vitae and covering letter.
- The information you have provided on our application form, including name, title, address, telephone number, personal email address, date of birth, gender, employment history, qualifications, personal achievements and interests, photographs.
- Information you provide to us during an interview.
- Information generated by us in the course of assessing your suitability to work for us, Identification documentation, National Insurance number, Right to Work data, references, etc
- Information provided to us by third parties in relation to your suitability to work for us (see below).
- Aptitude, skills and psychometric scores and results.

We may also collect, store and use the following types of more sensitive personal information:

- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.
- Information about your health, including any medical condition, health and sickness records.
- Information about criminal convictions and offences.

How is your personal information collected?

We collect personal information about candidates from sources including you (the candidate), recruitment agencies, background check providers, credit reference agencies, Disclosure and Barring Service (in respect of criminal convictions), your named referees and third parties holding personal data in a publicly accessible source such as Linked In and Facebook etc.



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How we will use information about you

We will use the personal information we collect about you to:

- Assess your skills, qualifications and suitability for the work.
- Carry out background and reference checks, where applicable.
- Communicate with you about the recruitment process.
- Keep records related to our recruitment processes.
- Comply with legal or regulatory requirements.

We need to process your personal information to decide whether to enter into a contract with you and we have a legitimate interest in assessing your suitability for work and deciding whether to appoint you.

If you fail to provide personal information

If you fail to provide information requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully.

How we use particularly sensitive personal information and criminal conviction information

We will use your particularly sensitive personal information in the following ways:

- We will use information about your disability status to consider whether we need to make appropriate adjustments during the recruitment process.
- We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.

We do not envisage that we will process information about criminal convictions.

Third Parties

We will only share your personal information with third parties for the purposes of processing your application. All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

How long will you use my information for?

We will retain your personal information for a period of 6 months after we have communicated to you our decision about whether to appoint you. We retain your personal information for that period for legal reasons and in order to show that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with our Data Retention Policy.



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If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately.

If you are successful in your application, your recruitment information will be transferred to your personnel file and will be dealt with in accordance with our Employee Privacy Notice.

Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party (in some circumstances).

How to exercise your rights?

If you want to exercise the above rights in relation to your personal data please contact our Legal Manager, ideally, in writing, using the contact details provided below. We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights).

You will not normally need to pay a fee to exercise any of these rights. However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.



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Contact Us

We have appointed our Legal Manager (LM) to oversee compliance with this Privacy Notice. If you have any questions about this privacy notice, how we handle your personal information or if you wish to make a request in relation to your rights, please contact the LM (contact details below).

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues, or to seek judicial remedies.

Changes to this Privacy Notice

We reserve the right to update this Privacy Notice at any time. The date on which it was last updated is indicated at the beginning of this Privacy Notice. We encourage you to check back periodically to make sure that you are aware of the most recent provisions.

This Privacy Notice is issued by:

TATA Chemicals Europe Limited

Natrium House

Winnington

Northwich

Cheshire

CW8 4GW

Contact Us:

Legal Manager

Helen Pemberton

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