



## Lenses.io Candidate Privacy Notice

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

### Data protection principles

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes
- Relevant to the purposes we have told you about and limited only to those purposes
- Accurate and kept up to date
- Kept only as long as necessary for the purposes we have told you about
- Kept securely

### What information do we collect?

Lenses.io collects, store and use a range of information about you. This includes:

- Information you have provided to us in your curriculum vitae or resume and covering letter
- Information you have provided on your application form, including name, title, address, contact details including email address and telephone number, and date of birth
- Details of you your qualification, skills, experience and employment history
- Any information you provide to us during an interview and interview test results
- Information about your current level of remuneration, including benefit entitlements

We may also collect, store and use the following “special categories” of more sensitive personal information:

- Whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment & selection process
- Information about your entitlement to work in our locations
- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions

### How is your personal information collected?

Lenses.io may collect this information in a variety of ways. For example, data might be contained in applications forms, CVs or resumes, obtained from your passport or other identity document, or collected through interviews or other forms of assessment.

We may also collect 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 to you has been made and will inform you that we are doing so.

Recruitment agencies, from which we collect the following categories of data: Name, contact details including email addresses and telephone numbers, address, working experience, remuneration and benefits' package, eligibility to work in our locations.

Data will be stored in a range of different places, including on your application record, HR Management Systems and on other IT systems (including email)



### **Why does Lenses.io process personal data?**

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

- Assess your skills, qualification, and suitability for the role
- Communicate with you about the recruitment & selection process
- Keep records related to our hiring processes

We need to process your data to take steps at your request prior to entering in contact with you. We may also need 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 its legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

Lenses.io, has a legitimate interest in processing personal data during the recruitment & selection process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment & selection 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.

Lenses.io, may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to ensure meaningful Equal Opportunity monitoring and reporting. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out its obligations and exercise specific rights in relation to employment.

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

### **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to Lenses.io during the recruitment & selection process. However, if you do not provide the information requested, we may not be able to process your application properly or at all.

### **Who has access to data?**

Your information may be shared internally for the purposes of the recruitment & selection exercise. This includes members of the People's Department and recruitment team, interviewers involved in the recruitment & selection process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of the role.

We will not share your data with third parties unless your application for employment is successful and we make an offer of employment. We will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks.

### **How does Lenses.io protect data?**

We take the security of your data seriously. We have 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. We have put in place procedures to deal with any suspected data security breach and will notify and any applicable regulator of a suspected breach where we are legally required to do so.



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### For how long does Lenses.io keep data?

If your application for employment is unsuccessful, the organisation will hold your data on file for 6 (six) months after the end of the relevant recruitment & selection process. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment & selection exercise in a fair and transparent way. If you agree to allow us to keep your personal data on file, we will hold your data on file for further 6 (six) months for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed. You will be asked when you submit your CV whether you give us consent to hold your details for the full 12 months to be considered for other positions or not.

If your application for employment is successful, personal data gathered during the recruitment & selection process will be transferred to your Human Resources file (electronic based) 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 the organisation to change incorrect or incomplete data
- Require the organisation 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 Lenses.io is relying on its legitimate interests as the legal ground for processing
- Request the restriction of processing of your personal information
- Request the transfer of your personal information to another party

If you would like to exercise any of these rights, have any questions about this privacy notice or how we handle your personal information please contact [info@lenses.io](mailto:info@lenses.io) If you believe that the organisation has not complied with your data protection rights 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 (<https://ico.org.uk/concerns/>)

I, \_\_\_\_\_ (candidate name), acknowledge that on \_\_\_\_\_ (date), I received a copy  
Lenses.io Candidate Privacy Notice and that I have read and understood it.

Signature

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Name  
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