

Job Applicant Privacy Notice

As part of our recruitment processes, Must Have Ideas Ltd collects and processes personal data relating to job applicants. The Company is committed to being transparent about how it collects and uses that data and to meet its data protection obligations.

What Information May Be Collected

The Company may collect and use a wide range of personal data about its staff such as the following:

- Personal details such as name, address (including proof of address), date and place of birth, telephone numbers;
- Employment history including previous employers, positions, dates;
- Remuneration and benefit entitlements;
- Education, including professional qualifications, skills and memberships;
- References to include regulated references where necessary (this could include absence information received from referees);
- Right to work information (Home Office checks (including but not limited to Immigration and visa status details, including sponsorship needs and eligibility to work conditions), passport/driving licence/national insurance number/birth certificate/evidence of name or gender change);
- Results of pre-employment screening checks (e.g., credit history and criminal records checks where permitted by law);
- Diversity and equality monitoring information, such as gender, ethnicity, age, and religion or belief (only where collected and anonymised);
- Notes from interviews and/or assessment results.
- Images from onsite CCTV and audio recordings of telephone interviews.
- Details of disabilities for the purpose of making reasonable adjustments during the recruitment process.
- Social media profiles (e.g. LinkedIn), where publicly available and relevant to the role;
- Device and technical information (e.g. IP address, browser, and access logs) if you apply through an online recruitment platform.

How Does The Company Collect Personal Data?

The Company may collect this information in the following ways:

- Data contained in CV's, from identity documents, from interviews and assessments, including online tests.
- Data received from employment agencies, background check providers, and references from former employers. The Company will seek information from third parties only once a job offer has been made to you and will inform you that it is doing so.

Why Do We Process Your Personal Data?

Under the retained UK version of the General Data Protection Regulation and the Data Protection Act 2018, Must Have Ideas Ltd must have a legal basis for processing your personal

data. We will process your personal data for the purposes of progressing your application as required by law or regulatory requirements.

The Company needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you.

In some cases, the Company 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.

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

The Company may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. The Company also may collect information about whether or not applicants are disabled in order to make reasonable adjustments for candidates during the recruitment process who have a disability. The Company processes such information to carry out its obligations and exercise specific rights in relation to employment.

For some roles, the Company is obliged to seek information about criminal convictions and offences. Where the Company 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.

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

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

How We Store And Protect Your Personal Data

Data will be stored on your application record, in HR management systems and on other IT systems (including email and hard copy notes). We have implemented appropriate organisational and technical (security) measures to prevent your personal data from being accidentally lost, used, or accessed in an unauthorised way, altered, or disclosed.

Artificial Intelligence, Analytics and Machine Learning

Must Have Ideas Ltd will only use Artificial Intelligence ("AI"), including analytics and machine learning where the law allows us, for the purposes of building efficient and effective staff processes in areas including resourcing and recruitment.

When using systems that involve AI and processing personal data, The Company complies with relevant data protection regulations, security, and ethical professional standards.

Do We Share Your Personal Data With Anyone?

Your data may be shared internally for the purposes of the recruitment process, including with HR, interviewers involved in the recruitment process, managers in the business area with the vacancy and IT staff where access to the data is necessary. It may also be shared with third parties such as the recruitment agency partner, employment background check providers and/or the Disclosure and Barring Service. Your personal data will only be shared insofar as is necessary and where permitted by law. We may also be required to share personal data with UK Visas and Immigration and law enforcement agencies.

The Company will not transfer your data outside the UK and European Economic Area.

How Long Do We Keep Your Personal Data?

If your application for employment is unsuccessful, and if you agree to allow the Company to keep your personal data on file, the Company will hold your data on file for 12 months after the end of the relevant recruitment process for consideration for future employment opportunities. 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 for the duration of your employment, and for 6 years after your employment ceases.

Your Rights

You have the right to access the information we hold.

You have the right to request the information we hold be rectified if it is inaccurate or incomplete.

You have the right to erasure in the form of deletion or removal of personal data where there is no compelling reason for its continued processing.

You have the right to restrict our processing of your data where you object to the processing, or when processing is unlawful and you oppose erasure and request restriction instead. You have the right to restrict our processing of your data where we no longer need the data and you require the data to establish, exercise or defend a legal claim.

You have the right to data portability in that you may obtain and reuse your data for your own purposes across different services, from one IT environment to another in a safe and secure way, without hindrance to usability. The exact method will change from time to time. You will be informed of the mechanism that may be in place should you choose to exercise this right.

Whilst there is no anticipated automated decision making relating to the data you provide, you have rights where there is automated decision-making including profiling. We may only do this where it is necessary for the entry into or performance of a contract, authorised by EU or the UK law or based on your explicit consent. Whilst it is not anticipated that this will occur, where it does, we will give you information about this processing, introduce to you simple ways for you to

request human intervention or challenge a decision, and carry out regular checks to ensure that our systems are working as intended.

If you wish to exercise any of these rights, please contact Amy Knight at amy.knight@musthaveideas.co.uk

If You Do Not Provide Personal Data

You are under no statutory or contractual obligation to provide personal data to Must Have Ideas Ltd during the recruitment process, however, without all of the information we require, we may not be able to process your application.

The Right to Complain

Should you believe that Must Have Ideas Ltd has not complied with your data protection rights, you have the right to lodge a complaint with the Information Commissioner's Office (ICO):

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
SK9 5AF

icocasework@ico.org.uk

Tel: 0303 123 1113

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