

# Privacy Notice

Your privacy is important to us, and we go to great lengths to protect it. This Privacy Notice explains how iGO4 may use your details if you apply to us for a job.

## Who we are

iGO4 Ltd is the data controller of your personal information. You can contact us for data privacy matters at [data.protection@igo4.com](mailto:data.protection@igo4.com) or by writing to us at Data Protection Officer, iGO4 Ltd, iGO4 House, Staniland Way, Peterborough PE4 6JT.

## What information do we collect?

### Information you give us

- Personal details such as name, address and contact details, for internal use and contact purposes
- Work history for references / suitability for screening purposes
- Current compensation levels to manage expectations
- Education and skills for screening purposes
- Other information provided in your application or on your CV.
- Pre-employment screening tests (recruitment tests)

### Information we get from your use of our website

#### • Cookies

We use various technologies including cookies to enhance your online experience. We use these technologies to collect and store information when you visit our website, and this may include information to identify your browser or device and to analyse web traffic. More information on our use of cookies is provided in our Cookie Policy (<https://www.igo4careers.co.uk/cookies>).

### Information we get from other sources

- Publicly available information/social media, for example LinkedIn
- Employment references
- Identity and credit checks
- FCA and DVLA checks
- Basic or standard (depending on role applied for) record criminal checks

Some or all of these checks may be carried out using our service provider. Where a criminal record history is declared or discovered following our checks, we will discuss the disclosure and its effect on your application with you. The effect will depend on the nature of the disclosure and the role for which you are applying.

## How we use your information

### General

The information we collect is used by us for the purposes of assessing your suitability for the advertised role.

### Security

The personal information you provide is held securely and in confidence by us in our computer systems and filing systems and other records. When we process your personal information, we do so in compliance with the law. We maintain strict security standards and procedures to prevent unauthorised access to your data.

### Legal basis

We and/or persons acting on our behalf may process your personal data for any of the following purposes:

- Where it is necessary to do so in order to take steps to consider you for and to enter a contract of employment
- Where our use of your information is necessary for our legitimate business interests, such as for assessment of your suitability and for statistical purposes
- Where processing is necessary for compliance with a legal or regulatory obligation that we are subject to.

## With whom do we share your information?

We may share your personal information with our group companies, external companies, and other organisations, in line with the legal basis detailed above. For example, we may use a third party to carry out recruitment tests and, upon offer of a role, we share your data with our service provider to carry out pre-employment checks and assessments such as identity verification, credit checks and criminal records checks.

Where we do so, we require all third parties to respect the security of your personal information and to treat it in accordance with the law.

Any disclosures of personal data are made using the minimum personal data necessary for the specific purpose and circumstances. Information is only shared with third party organisations where deemed necessary.

## How long will we store your information?

If you are unsuccessful in your application for a role, we will retain your Curriculum Vitae for 6 months at which point your details will be deleted. If you are successful and are offered employment, we will retain your details on your employment file – please refer to our iGO4 Staff Employment Privacy Notice for more information.

## Your information rights

You have the right to access information held about you and if necessary to rectify any errors or omissions in that information. Please email the 'iGO4 HR' mailbox at [hrteam@igo4.com](mailto:hrteam@igo4.com) or email the Data Protection Officer at [data.protection@igo4.com](mailto:data.protection@igo4.com). Any written requests can be sent to iGO4 Ltd, iGO4 House, Staniland Way, Peterborough, PE4 6JT. If we receive repeated requests from you, we reserve the right to charge a fee for this.

You have the following additional rights in respect of your personal information:

- **Erasure:** in certain circumstances you will have the right to ask us to erase information we hold about you. We are not required to erase information if we still need it for the purposes for which it was collected or processed or where we have other legal grounds for processing your information.
- **Restrict processing:** where you do not wish your information to be erased, you may instead have the right to ask us to restrict our processing of your information. This right is only available in limited circumstances, such as where you believe the information, we hold about you is inaccurate or is being processed improperly. The right would apply during the period that we are checking its accuracy or legality.
- **Portability:** to receive a copy of the personal data you have provided to us, in a commonly used machine-readable format, and to transfer that personal data to another data controller. Where it is technically possible you may also have the right to request us to transfer the data directly to another data controller.
- **Object:** where we are processing your information on the grounds of it being in our legitimate interests to do so, you have the right to object to that processing.
- **Automated decision making and profiling:** where we use automated processing to make a decision which may produce a legal or similarly significant effect on you, you may request human intervention, express your point of view and contest the decision.

In order to exercise these rights, please write to the Data Protection Officer at the address given above or use the email address [data.protection@igo4.com](mailto:data.protection@igo4.com).

## Your right to complain

If you have any concerns about the way in which we are using your personal information, please contact our Data Protection Officer in the first instance and we will endeavour to resolve your concern.

You have the right to raise a privacy complaint with the Information Commissioner's Office (ICO). The ICO will usually require you to have approached us first to try to resolve the matter.

The ICO can be contacted at:

ICO website: <https://ico.org.uk/global/contact-us/>

ICO telephone: 0303 123 1113

ICO textphone: 01625 545860

## Changes

We may change this Privacy Notice from time to time. Any changes will be updated on our website.

Last updated: September 2023