

TMHCC JOB APPLICANT PRIVACY NOTICE – FOR JOB APPLICANTS IN THE UK

EFFECTIVE JUNE 2024

This Privacy Notice ('Notice') applies to all companies within the TMHCC International group ('TMHCC') operating in the UK ('TMHCC' or the 'Company') which are committed to protecting the privacy and security of personal information of all individuals. This Notice applies to individuals who apply to work for the Company, including contractors and any current employees who may apply for new positions with the Company ('Applicant').

Under the UK GDPR and Data Protection Act 2018, TMHCC is the data controller. This means that we are responsible for deciding how we hold and use your personal information.

As used in this Notice, 'personal information' means any information that relates to, identifies, or reasonably could be used to identify an individual, directly or indirectly.

This Notice describes how the Company collects, processes, and discloses personal information about Applicants who apply for an open position with us, who we contact for a particular role or who express interest in employment with us, who attend a recruitment event, or who undergo an interview or assessment with us. This Notice also describes the rights that Applicants may have in relation to the personal information that we process about them.

This Notice does not address your interactions with TMHCC outside the context of applying for employment with the Company such as browsing TMHCC's website or checking out TMHCC's insurance products or services online as a prospective or actual customer. For information on how we collect and use information related to those types of interactions, please see our [Online Privacy Policy](#).

What personal information is collected?

Subject to applicable law, we collect only the personal information that is reasonably necessary and proportionate to achieve our recruiting and hiring purposes. We may collect the following categories of personal information (this could be personal information that you would have voluntarily provided to us on your CV).

- Name.
- Address, and evidence of residency.
- Contact details such as, telephone number and email address.
- National Insurance Number.
- Marital status.
- Job title.
- Employment history.
- Education history (including proof of qualifications)
- Financial information such as current and expected salary package.
- Next of kin and their contact information.
- Aptitude testing results through Psychometric Assessments.
- Knowledge based testing results applicable to the role you are applying for.
- bank details – to process salary payments.
- Personal information for nominated financial beneficiaries, such as name and contact information.
- Any potential conflicts of interest such as secondary employment, which would include job title and role details.

Special categories information that we may collect.

The types of special categories of personal information or more sensitive information that we may collect, and use could include.

- Photographic proof of your identity.
- Ethnicity (language details and other voluntary equal opportunity data).
- Your image may be captured on CCTV if you enter our premises for interview.
- Background checks, via a third-party specialist provider. Criteria would include right to work in the UK, proof of current address, details of any criminal activity, current and previous employment (including directorships and similar positions listed on Companies House), academic verification and credit history.
- Where relevant Health data (obtained at offer stage) including information about any reasonable adjustments you may require under the Equality Act 2010. This information will be shared with relevant TMHCC staff to ensure these are in place throughout the recruitment process.

TMHCC is an equal opportunities employer and does not in any way discriminate against any individual who provides or does not provide information in line with equal opportunities categories or socio-economic data categories in our questionnaires. Should you choose to voluntarily provide us with this information we will not make the information available to any employees, including hiring managers, in a way that can identify you, with the exception of a select number of HR personnel on a need-to-know basis.

Any information you provide will be used as aggregate data to produce and monitor equal opportunities statistics. This information may also be shared in an aggregate form with external equality and diversity auditors. All information that you provide will be stored in a secure manner.

How is personal information collected?

We collect personal information about Applicants from a variety of sources, which may include:

- Directly from you.
- Any information you authorise us to collect from third parties such as background or credit reference agencies (subject to applicable law).
- Previous and current employers or referees.
- Your attended education institutions.
- HMRC.
- Service providers such as recruiters or recruitment agencies.
- Online, publicly available sources including social network and recruiting sites such as LinkedIn.
- If you use our online application system, your details will be collected by our data processor Workday on our behalf.

How is your personal information used?

We will use your personal information for a limited number of purposes which may include:

- To assess your suitability for the role you have applied for or where you have provided your consent to allow us to contact you where we believe you would be a good fit for a role.
- To progress your application with a view to offering you an employment contract with us.
- Contacting you for an interview or assessment.
- Determining your eligibility for employment and assessing your skills, qualifications, and interests in a particular position.
- To fulfil legal or regulatory requirements if necessary.
- Verifying your information and conducting employment, background, and reference checks, subject to applicable law.
- We may also combine the information we collect (“aggregate”) or remove pieces of information (“de-identify”) to limit or prevent identification of any individual when we use the information for research purposes or for improving our recruitment process.

Assessments

We may ask you to participate in assessment days; complete tests, produce presentations, undertake personality profile questionnaires; attend an interview; or a combination of these. Information will be generated by you and by us. For example, you might complete a written test, or we might take interview notes. This information is held by us.

If you are unsuccessful after assessment for the role, we may ask if you would like your details retained in our talent pool. If you say yes and provide your consent, we may then contact you should any further suitable vacancies arise.

If you attend an assessment day, we may ask you to bring identification documents, such as your passport or driving licence, as well as proof of your qualifications.

Do you make any automated decisions about recruitment candidates?

Automated decision-making takes place when an electronic system uses personal information to make a decision without any human being involved in the decision-making process. We are allowed to conduct automated decision-making in the following circumstances:

- Where it is necessary to enter into or carry out a contract with an individual
- It is authorised by law.
- Where an individual has given their explicit consent

In all circumstances, we need to have suitable safeguards in place to protect your rights and interests. This includes:

- Giving you the right to ask for a person to be involved in the decision, express your point of view, ask for an explanation, or challenge the decision.
- Have appropriate measures in place to correct any inaccuracies and minimise the risk of mistakes happening in the decision-making process.
- Prevent any discriminatory effects or bias.

Generally, our recruitment processes and decisions are not based on automated decision making, however, in the event that we do rely on automated decision making we will ensure that the above conditions have been met, you have been notified and provided with the

opportunity to object and we have conducted Data Protection Impact Assessments ‘DPIAs’ to mitigate risks.

Legal basis for processing your personal information.

The lawful bases we rely on for processing your personal information are:

- **Legitimate Interest** - our data processing in resourcing is based initially on our legitimate interest, for example when we collect and review information on application forms or CVs, shortlist applicants, collect additional information at interview, collect information at assessment stage and when we verify candidates.
- **Contract** - we rely on this basis where your personal information is necessary to perform a contract of employment with us or where you have asked us to take specific steps before entering into a contract of employment with us.
- **Legal Obligation**- we rely on this basis when it is necessary for us to comply with the law, such as conducting right to work in the UK checks, background checks and complying with statutory equality duties.
- **Consent** -there may be some limited circumstances in the recruitment process where it is appropriate to seek your consent, for example retaining your CV for future opportunities if you have been unsuccessful with your application.
- **Vital Interest** In exceptional cases, we may process your data for the protection of a vital interest of yourself.
- In instances where we process special category data or sensitive information such as needing to make reasonable adjustments for you at any stage of the recruitment process, equality monitoring, pre- employment vetting and fitness to work checks we will not only rely on one of the lawful bases set out above, but also a special category condition, which will usually be explicit consent or for the purpose of employment law.

Who is your personal information shared with?

We may share your personal information with the following parties but only on a need-to-know basis and subject to applicable law:

- Other companies within the TMHCC group to the extent necessary to administer the recruitment, hiring, or employment process,
- Third party service providers to the extent necessary for the recruitment and/or hiring process such as a recruitment agency, using our online application systems, background screening agency, assessment providers or any other professional advisor.
- Any other third party, government agency or regulator when we have a legal basis to do so, such as payroll service providers, benefits providers, third parties that host our IT systems or to comply with or respond to a valid legal process or law enforcement request.
- Your personal information may be processed including being hosted outside of the UK as part of the recruitment process by either our TMHCC Group entities or by our third-party service providers, where this is the case, we will always ensure that we have the necessary contracts and security mechanisms in place to protect your personal information.

How long is personal information retained for?

We will keep your personal information on our records in a secure manner for as long as we have an ongoing legitimate business need to do so in accordance with our legal obligations, our Records Retention Policy or as otherwise permitted by law. We will delete your data once the legal obligation expires or after the expiry of the period of time specified in our Records Retention Policy. The period of retention is subject to our review and alteration.

If you are hired, your application information becomes part of your employment record, and we may use it in connection with your employment consistent with our Employee Privacy Policy.

Your Rights

Under data protection law, you have rights we need to make you aware of regarding the processing of your personal information.

Listed below are the UK GDPR rights for individuals:

- Request the categories of personal information collected about you, including how we process and share your personal information.
- Request access to the personal information we retain about you.
- Request deletion of your personal information.
- Direct us to correct your personal information, if you are unable to make the corrections through Workday.
- Restrict how we use certain personal information or your sensitive personal information for certain purposes.
- Object to or limit the processing of your personal information.
- Request that we transfer your personal information to another entity; and
- Request that we not reach decisions affecting you using automated processing or profiling.

We may in certain instances verify your identity in connection with any of the above requests and take steps to ensure that only you or your authorised representative can exercise rights with respect to your personal information.

Please be aware that if you exercise your right to object or your rights of restriction or deletion, or if you choose to decline to share certain information with us, we may not be able to assess your suitability for employment.

If we have collected and processed your personal information with your consent, then you can withdraw your consent at any time. Withdrawing your consent will not affect the lawfulness of any processing we conducted prior to your withdrawal, nor will it affect processing of your personal information that was lawfully collected on grounds other than consent.

Further information regarding [your rights can be found on the ICO Website](#)

Data Security Measures

TMHCC is committed to keeping your personal data safe. We apply appropriate security measures to protect against the unauthorised access, loss, misuse, disclosure, and alteration of personal data under our control. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal data on our specific instructions, and they are subject to a duty of confidentiality.

Changes to this Notice

We may update this Notice from time to time in response to changing legal, technical, or business developments. If we update this Notice, we will take reasonable measures to inform you, consistent with the significance of the changes we make.

You can see when this Notice was last updated by checking the “effective date” displayed at the top of this Notice.

Any changes will be effective only after the effective date of the change and will not affect any dispute arising prior to the effective date of the change.

Questions

If you have any questions about this Notice, please contact us using the following contact details: dpo@tmhcc.com

Complaints

If you are unhappy with our response, you have the right to complain to the Information Commissioner's Office at www.ico.org.uk or call 0303 123 1113.