



PLUS-PROJECT PRIVACY NOTICE FOR CANDIDATES

Privacy Notice for Candidates

This Privacy Notice explains how Plus-Project Partnership Ltd., and its affiliates, Plus-Project Poland sp z.o.o (hereinafter referred to as, “Plus-Project” or “we” or “us”) process the personal data of candidates.

Plus-Project is committed to protecting privacy and security of your personal data. We take great care in processing your personal data in compliance with the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (United Kingdom General Data Protection Regulation), as it forms part of the law of England and Wales, Scotland and Northern Ireland by virtue of section 3 of the European Union (Withdrawal) Act 2018 (UK GDPR), and the Data Protection Act 2018 (together the UK Data Protection Laws). We only collect and use the information necessary to achieve the purposes described below. Your data will be treated and protected in accordance with this Privacy Notice at all times.

Why are you receiving this privacy notice?

Plus-Project would like to inform you how your personal data is collected and processed within our company. We assure you that your personal data is protected and managed in compliance with the legislation in force and, in particular, in accordance with the GDPR.

Who is this Privacy Notice for?

This Privacy Notice applies to all Plus-Project’s candidates whose personal data is being processed in the context of managing the recruitment activities.

Who is responsible for processing the data?

In processing your personal data, Plus-Project acts as the Data Controller (“Owner”). This means that we are responsible for deciding how we hold and use personal data about you.

For the purposes set forth herein, Plus-Project Ltd., whose registered headquarters is in the United Kingdom, is the Data Controller.

As Plus-Project, is not established in the EEA in accordance with Article 27 of the General Data Protection Regulation (“GDPR”), we have appointed MyData-TRUST France located at Valpark, Rue Louis Duvant, 1, 59220 Rouvignies (FRANCE) as our Data Protection Representative for the purposes of GDPR.

Plus-Project’s Email address: info@plus-project.co.uk

Plus-Project’s Postal address: Suite L3CA, No1, Booths Park, Chelford Rd, Knutsford, Cheshire,
United Kingdom, WA16 8GS

Plus-Project has also appointed a Data Protection Officer, whose role in relation to data protection includes informing and advising Plus-Project and those of our candidates who are involved in processing data, of their obligations under applicable Data Protection Legislations.

The contact details of the Data Protection Officer are as follows:

Email Address: plus.dpo@mydata-trust.com

What categories of data do we process about you and why do we process them?

We collect personal data (including your curriculum vitae and your covering letter) you provide to us directly by post, via our email address available on our website or via the recruitment platform of our partners. In addition, we may collect additional personal data which is collected during your application process. If applicable, some of your personal data may be provided by your referees.

We collect, use, and store the following categories of personal data about you as a candidate:

- **Personal details**, such as your name, date of birth, gender, country of residence, National Insurance number or equivalent and any other data provided by you on your CV (e.g. photo, social media account).
- **Contact details**: email address, telephone number, postal address, contact details on referees.
- **Professional details**, CV, covering letter, letters of reference (up to five years prior), certifications and interview reports, employment history, right to work check.

We may also collect, use, and store the following “special categories” of personal data about you as candidate:

- **Information about health**: such as data in relation to your disability status to consider whether there is a need to provide appropriate adjustments during the recruitment process (e.g. test, interview).

What we use data for?

As per EU and UK GDPR, Plus-Project is committed to process candidate’s personal data only for the purpose to assess the suitability for the role. We are committed to processing your personal data only for the purpose of considering the job applications received and assess your suitability for employment with Plus-Project.

The situations in which we will process your personal data are the following:

- Conducting interviews.
- Administer and appraise the job application.
- Assess your skills, qualifications, and suitability for the role.
- Communication with you about recruitment during your candidacy, including requests for additional information if required.
- Carry out background and reference checks, where applicable.
- Keep records related to your recruitment.
- Store your data (including your C.V.) in case you are not selected/hired.

If you choose to give us your consent to the above processing activities, we may also process your personal data to be able to protect our self in case of litigation related to the employment process.

What legal basis used for the collection and processing of your personal data?

We collect and process your data in accordance with applicable data protection laws including the EU's General Data Protection Regulation (GDPR) and UK GDPR based on your consent (Art. 6 paragraph 1 (a)) and our legitimate interest (Art. 6. Paragraph 1 (f)) to potentially provide you with an employment contract and to be able to protect our self in case of litigation related to your application process.

For application to Plus-Project UK, the provision of information about whether or not you have been subject to any criminal conviction will be collected and processed in accordance with GDPR Article 10 and Article 6.1 (a).

To whom do we share your personal data with?

Plus-Project may share your personal data with the following parties where it is necessary for purposes described in this Notice. We may make your personal data available to the following parties:

- Plus-Project's Human Resources and Finance departments
- The hiring department's managers and employees involved in the recruitment process
- Third-party service suppliers assisting with recruitment and onboarding activities (e.g. right to work check provider, payroll services)

Transfer of personal data to recipients in countries outside the EU/EEA

Plus-Project does not intend to transfer your personal data outside the EEA/UK. However, if such cross-border disclosure of personal data is required, Plus-Project shall transfer your personal data to third country guaranteeing an adequate level of protection in accordance with UK/European Commission's decision.

In case of absence of such decision, personal data will still be disclosed abroad only if appropriate safeguards are guaranteed pursuant to EU and UK GDPR.

In such case, you can also receive a copy of the appropriate safeguards by contacting Plus-Project's Data Protection Officer at the contact details provided above (in the section entitled "*who is responsible for processing the data?*").

How long do we store your data?

When you apply for a job at Plus-Project, we will retain your personal data in our internal recruitment system for a period of six months from the date the recruitment process ends.

What are your rights and how can you exercise them?

As per EU/UK GDPR, you have the following rights in relation to your personal data:

Right to be informed:	You have the right to be “adequately” informed of the collection of your personal data, including if such data is collected from a third party.
Right of access:	You are entitled to ask us to provide you with all the personal data held about you.
Right to rectification:	You are entitled to ask us to rectify, by completing or correcting, all or certain information held about you which appears incorrect.
Right to data portability:	You can ask to receive a copy of your personal data in a commonly used format and / or ask that your personal data is transferred to another data controller.
Right to object (including right to restriction and right to erasure):	You may object (opt-out) to the processing of your personal data. The right to object includes the right to ask correction, deletion, destruction, and prohibition of processing your personal data or of the disclosure to third parties. You have also the right to request a note indicating the objections to be added to your personal data.

You also have the right, at any time, to object to the processing of your data and to withdraw your consent.

Please note that these rights are not absolute and will be subject to a case-by-case analysis by Plus-Project’s Data Protection Officer.

To exercise your rights, please contact Plus-Project’s Data Protection Officer at the contact details provided above (in the section entitled “who is responsible for processing the data?”). If Plus-Project does not provide you the requested data or does not fulfil your request, you will be provided with the reason(s) for such a decision.

If you wish to exercise this right, please note that your application will be withdrawn, and you will no longer be a candidate for the position. You are always welcome to apply for another position in the future. Please be informed that any data processing based on consent that took place before the withdrawal of consent remain lawful. Further, the withdrawal of your consent does not restrict us from processing your personal data to the extent the legal basis is based on legitimate interest.

If you are not satisfied with the result or handling of your complaint by Plus-Project, you may contact the supervisory authority. Please see the contact details to the supervisory authority corresponding to the country in which you have applied for a job:

United Kingdom:

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

Helpline number: 0303 123 1113

Poland:

Polish data protection authority ('UODO')
Urząd Ochrony Danych Osobowych
ul. Stawki 2, 00-193 Warszawa
kancelaria@uodo.gov.pl

Infolinia: 606-950-000

Changes to this Candidate's Privacy Notice

This Privacy Notice is effective from 25 April 2024. We reserve the right to change this notice at any time (for example, to comply with changes in laws or regulations; our practices, procedures, and organisational structures; requirements imposed or recommended by supervisory authorities; or otherwise). Changes to this notice shall be applicable on the effective date of implementation. We will communicate any changes to you, where we are required to do so.