

RECRUITMENT PRIVACY NOTICE

Introduction

This Privacy Notice sets out how all companies within the Argonon Group will use your personal information when you send us your CV or apply for work with any of our companies.

Click [here](#) for full list of companies within the Argonon Group – the company you have been in contact with in connection with your application (“we, us, our”) is the data controller in respect of your personal data.

Personal information we collect and how

The personal information may include information in your CV or application form or during a subsequent interview or recruitment communications. This includes name, address, email address, employment history, qualifications, age, gender, interests.

We may also collect information about any disability you may have and your race or ethnicity.

Such information may be obtained from you or from third party recruitment platforms (eg Talentbase, Talent Manager, LinkedIn) and agencies.

The information about you may be verified by (i) performing background checks using your publicly available social media platforms; (ii) checks obtained lawfully from third parties engaged by us for verification purposes such as data intelligence services and any organisation authorised to provide basic criminal history checks; and (iii) you may also be asked to provide us with documentation to verify personal information provided by you.

How will we use your personal data and on what basis?

We process personal information for the following purposes:

- Communicate with you about your application or recruitment process.
- Analyse and monitor the diversity of our applicants in accordance with applicable laws.
- Verification checks on background and references.
- Keep HR records
- Assess skills, qualifications and suitability for available work

We will only use sensitive personal information where necessary such as (i) meaningful equal opportunity monitoring and reporting (ii) assess any disability you may have to make reasonable adjustments during the recruitment process (iii) criminal background check only as required by law such as safeguarding or if the role requires a high degree of trust and integrity.

Our legal basis for processing personal information:

- Pursue our legitimate interests in seeking suitable candidates for available work.
- Your consent to use sensitive personal information
- Comply with our legal and regulatory obligations

Who will we share your data with?

We may share your personal information with other personnel from the company on a need to know basis (such as HR, IT, Legal and Finance), our affiliates and group companies, legal and regulatory authorities, insurers, our professional advisors and other third parties such as any potential purchasers of the company and broadcasters and distributors of the Programme.

How long do we keep your data?

Unless we need to keep some of your personal information after the end of the recruitment process to comply with legal requirements, we will retain your information as follows:

- CV for a period of 3 years from the end of the recruitment process for a particular role.
- Other information we collect as part of the recruitment process will be held until the end of that recruitment process.

If you are engaged by us, the information will be held in accordance with our Employee Privacy Notice.

International Transfers

Some of the people we share your personal data with are based outside of the European Economic Area (EEA). When we send your personal information outside of the EEA to a country not recognised as providing appropriate protections, we put in place appropriate contracts or other safeguards to ensure your rights are protected.

Your Rights

You have certain rights in respect of your personal data. To meet our obligations under the law and uphold your rights as data subjects, we will:

- provide clear information about the collection and use of your personal information including any third-parties with whom we share it
- provide access to any personal information we hold in an easily accessible format
- ensure any inaccurate or incomplete personal information about you can be rectified
- allow you to object to or restrict processing of personal information where you feel there are grounds to do so
- ensure deletion of personal data when there are no longer legal grounds to retain it

Contact us

To exercise any of these rights, or if you have any questions, please contact Argonon Group's Data Protection Manager at privacy@argonon.com.

You can find out more information about your rights on the Information Commissioner's website ico.org.uk. You also have the right to complain to the Information Commissioner's Office in the UK or equivalent regulator if based outside the UK.

[Contributor Privacy Notice](#)

[Website Privacy Notice](#)

[Modern Slavery Statement](#)

[Website Use](#)