

Privacy Notice – Employees (Potential)

1 Introduction

The lawful and proper treatment of personal information by Aurora Health Physics Services Ltd (Aurora) is extremely important to the success of our business and in order to maintain the confidence of our service users and employees.

This Privacy Notice has been prepared to facilitate compliance with the requirements of the General Data Protection Regulation (GDPR).

This Privacy Notice relates to the personal information that is collected and held for individuals applying to work at Aurora. It covers information received both in response to external or formal advertisement of vacancies and for those sending information to Aurora on spec.

Prior to any personal data being collected, Aurora will positively confirm that the individual providing the data is aware of and has agreed to the terms indicated in the relevant Privacy Notice.

2 Company information

Aurora is an independent UK company providing a comprehensive range of ionising and non-ionising radiation protection services including facility design, consultancy, facility decommissioning and demolition, bespoke and scheduled training, health physics monitoring support and land remediation.

Aurora is registered with the Information Commissioner's Office (ICO), our Registration Number is A8317057.

3 Why we collect the information

As your potential employer, the Company needs to collect information which allows it to:

- contact you in regard to your job application and
- accurately verify your identity and any other information that you have given us to support your application to work for Aurora.

The latter may include requesting medical or health information where this is relevant to the position you wish to be considered for.

4 What personal information we collect

We will ask you to provide the following personal information when you apply for employment with Aurora:

- Full Name
- Address
- Personal email and telephone contact details

Following a successful interview and prior to formally offering you employment, we may request the following:

- Personal data from previous employers, for example confirmation of your sick record, or a copy of your personal dose record
- Personal data from your GP or relevant occupational health professional

Should your employment application be successful and you become an Aurora employee, the Privacy Notice for Employees (Current and Previous) will apply.

Should your employment application be unsuccessful, then this Privacy Notice applies.

5 Who information will be shared with

We will only share your information with others where this is necessary. This includes sharing with other companies in order to verify information provided in support of your job application or to arrange for a health review if your employment depends on this. For example, we will share your information with the following:

- Your previous employer
- Individuals whom you have identified as Referees or able to provide a reference to support your job application
- An Occupational Health Services provider (if you require a health review)

We will always ask you before providing information to another party for the first time.

6 How the information will be used

Your information will be used to make a decision regarding your job application.

Some information may be used to assess performance against Company policies, e.g. relating to equality and diversity. Where information is used for this purpose, your personal details will be removed from any records if your application is not successful.

Information which relates to your health will be used in order to comply with any regulatory Health & Safety and Occupational Health obligations, to consider how your health affects your ability to do the

job you have applied for and, where applicable, whether any adjustments to that job might be possible to accommodate you.

7 Transfer of information overseas

Personal information will not normally be transferred overseas. If such transfer is required, for example to verify information you have provided regarding previous work overseas, then this will be discussed with you during the interview process.

8 How long we keep the information

If your job application is successful, then your data will be kept in accordance with the Privacy Notice for Employees (Current and Previous).

If your job application is unsuccessful but we can foresee future vacancies which might be of interest to you, we will ask you if you would like Aurora to consider you for such vacancies. If you answer yes, then we will keep any personal information that you provided as part of your initial job application for a period of two years. At the end of the two year period, your information will be deleted.

In all other cases, we will delete any personal information that you have provided within three months of you withdrawing from the interview process or being unsuccessful at interview.

9 Individuals' rights with regard to the information we hold

The GDPR includes the following rights for individuals:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing of the data
- The right to data portability
- The right to object
- The right not to be subject to automated decision-making including profiling

Aurora has a number of procedures which ensure that individuals' rights are upheld and any requests are actioned in a timely manner.

10 How individuals can access the information we hold

If you would like to know what personal information we hold for you, please contact Aurora's HR Director (see section 12). We will endeavour to action your request within 5 working days.

11 Withdrawing consent to hold personal information

If you would like us to delete any of the personal information we hold for you, please contact Aurora's HR Director (see section 12). We will endeavour to action your request within 5 working days.

If you have provided consent for the processing of your data, you have the right (in certain circumstances) to withdraw that consent at any time. Please note, withdrawing consent will not affect the lawfulness of the processing before your consent was withdrawn. If you would to withdraw consent with regard to the personal information we hold for you, please contact Aurora's HR Director (see section 12). We will endeavour to action your request within 5 working days.

12 Who to contact with any data protection queries

If you have any queries with regard to this Privacy Notice or would like any further information regarding the personal data we hold (or would like to hold) for you, please contact Aurora's HR Director:

Name: Jill Reay email: jill.reay@aurorahp.co.uk mobile: 07970 478813

If you believe that we have not complied with the requirements of the GDPR with regard to your personal data, please contact the Information Commissioner's Office directly using the details on their website <https://ico.org.uk/concerns/>