

Data Controller for Recruitment: Head of Human Resources: recruitment@serif.com

**Data Protection Officer: Head of QA, Localisation and Technical Support:
dataprotection@serif.com**

As part of all of our recruitment processes, Serif (Europe) Ltd collects and processes personal data relating to job applicants. This Privacy Notice describes how we handle and protect data which we acquire as part of our recruitment activities.

What information does Serif (Europe) Ltd collect?

We may collect a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the Company needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

Serif (Europe) Ltd collects this information in a variety of ways. For example, data might be contained in application forms, CVs, covering letters, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

As a Company, we will also collect personal data about you from third parties, such as personal information including employment history from Recruitment Agencies and similar sources, references supplied by former employers or for some roles from the Disclosure and Barring Service in respect of criminal convictions. However, we will only seek information from third parties once a job offer to you has been made and accepted.

Data collected from job applicants will only be used for recruitment purposes.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including e-mail).

Why does Serif (Europe) Ltd process personal data?

We have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

The Company needs to process data to take steps at your request prior to entering into a contract with you. We also need to process your data to enter into a contract with you.

In some cases, we may need to process data to ensure that we're complying with our legal obligations. For example, we're required to check a successful applicant's eligibility to work in the UK before employment starts.

As a Company, we also process health information to check if we need to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out our obligations and exercise specific rights in relation to employment.

For some roles, we're obliged to seek information about criminal convictions and offences. Where we seek this information, we do so because it's necessary for us to comply with our legal obligations and exercise specific rights in relation to employment.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR team, recruiting managers and IT staff if access to the data is necessary for the performance of their roles.

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you.

The Company transfers data outside of the European Economic Area (EEA) only if there is an adequate level of protection for the rights and freedoms of data subjects.

How does Serif (Europe) Ltd protect data?

There are policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. For example, we hold job applicant information on a secure private network that is protected by hardware firewalls and internal security policies. Data is not accessible externally except through a Virtual Private Network (VPN) which utilises two factor authentication and the latest encryption methods to safeguard applicant data whilst ensuring all valid security certificates are up to date. Internally, access to HR systems is restricted by user and level. Only employees with a legitimate need to access the data, in order to perform their job function, have the authority and relevant permissions to do so.

For how long does Serif (Europe) Ltd keep data?

We will retain your personal information for a period of six months after we have communicated to you our decision about whether to appoint you to the role. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with our data retention policy.

If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require Serif (Europe) Ltd to change incorrect or incomplete data;
- require Serif (Europe) Ltd to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where Serif (Europe) Ltd is relying on its legitimate interests as the legal ground for processing; and
- ask Serif (Europe) Ltd to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the Company's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact Stacey Richards (Head of Human Resources) at recruitment@serif.com

If you believe that Serif (Europe) Ltd has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to Serif (Europe) Ltd during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

The Future

It may be necessary for us to make changes to Serif (Europe) Ltd's Job Applicant Privacy Policy in the future. The latest version will be available to view on our website.