

The Martin Group of Companies

Incorporating:

H W Martin Holdings Limited

H W Martin Fencing and Forestry Limited

H W Martin (Traffic Management) Limited

H W Martin Safety Fencing Limited

H W Martin (Plant) Limited

H W Martin Waste Limited

Amber Langis Limited

Premier Waste Recycling Limited

Lochrin Bain Limited

King Vehicle Engineering Limited

King Trailers Limited


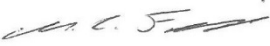
King Transport Equipment Limited

King Highway Products Limited

Safety Vehicle Hire and Lease Limited

Virtus Traffic Management Solutions Limited

Candidate Privacy Notice

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Review Date	Reviewed By	Comments / Amendments	Version
30 April 2023	Gavin Peace	New Policy	1.0

Introduction

The Martin Group is committed to protecting your privacy and complying with the Data Protection Act 2018 and General Data Protection Regulation (GDPR).

Our Group GDPR and Data Protection Policy can be found on our website and sets out the basis by which we collect, use and disclose the personal data of our Employees, as well as your rights in respect of such personal data.

The Martin Group is a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you. This notice applies to you because you are applying for work with us (whether as an employee, worker, or contractor). It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for. It provides you with certain information that must be provided under the Data Protection Act 2018 and General Data Protection Regulation (GDPR).

Data Protection Principles

We will comply with data protection law and principles, which means that your data will be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Information will be processed in a manner appropriate to maintain its integrity and confidentiality.

The kind of information we hold about you

In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you:

- The information you have provided to us in your curriculum vitae and covering letter.
- The information you have provided in an application form, including name, title, address, telephone number, personal email address, date of birth, gender, employment history, qualifications.
- Any information you provide to us during an interview.

We may also collect, store and use the following “special categories” of more sensitive personal information:

- Information about your race or ethnicity and religious beliefs, should you choose to provide this.
- Information about your health, including any medical condition, health and sickness records.
- Information about criminal convictions and offences.

How is your Personal Data collected?

We collect personal information about candidates from the following sources:

- You, the candidate.
- The recruitment agency, from which we collect the following categories of data: curriculum vitae.
- Recruitment forums and platforms which you have subscribed to.
- Where applicable, Disclosure and Barring Service in respect of criminal convictions.
- Your named referees, from whom we collect the following categories of data: confirmation of past employment.

How will we use the information about you?

We will use the personal information we collect about you to:

- Assess your skills, qualifications, and suitability for the role.
- Carry out background and reference checks.
- Communicate with you about the recruitment process.
- Keep records related to our hiring processes.
- Comply with legal or regulatory requirements.

It is in our legitimate interests to decide whether to appoint you to this role since it would be beneficial to our business to appoint the most suitable candidate to that role.

We also need to process your personal information to decide whether to enter into a contract of employment with you.

Having received your CV and covering letter, we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is suitable to invite you for an interview. If we decide to call you for an interview, we will use the information you provide to us at the interview to decide whether to offer you the role. If we decide to offer you the role, we may then take up references and any additional checks specified above before confirming your appointment.

If you fail to provide personal information

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of Right to Work, qualifications or work history), we will not be able to process your application successfully. For example, if we require references for this role and you fail to provide us with relevant details, we will not be able to take your application further.

How we use sensitive Personal Information

We will use your particularly sensitive personal information in the following ways:

- We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during an interview.

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- We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs to ensure meaningful equal opportunity monitoring and reporting, where applicable.

Information about criminal convictions

We envisage that we will process information about criminal convictions.

We may collect information about any criminal convictions history if we would like to offer you the role (conditional on checks and any other conditions, such as references, being satisfactory). We are entitled to carry out a criminal record check to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for the role. Some roles may require a high degree of trust and integrity and so we may ask you to seek a basic disclosure of your criminal records history.

Automated Decision Making

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

Why might you share my personal information with third parties?

We will only share your personal information with reference agencies and search consultancy groups for the purposes of processing your application. All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

Data Security

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions, and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Data Retention

How long will you use my information for?

We will retain your personal information for a period of 6 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.

Rights of Access, Informed, Rectification, Objection, Erasure, and Restriction

Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request to be Informed** of what we will do with the personal information you provide to us.
- **Request Rectification** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer / portability** of your personal information to another party.
- **Request objection to Automated Decision Making (including profiling)** of the personal information that we hold about you and to obtain human intervention.

If you want to request any of the above, please contact data@hwmartin.com.

Right to Withdraw Consent

When you applied for this role, you provided consent to us processing your personal information for the purposes of the recruitment exercise. You have the right to withdraw your consent for processing for that purpose at any time. To withdraw your consent, please contact data@hwmartin.com. Once we have received notification that you have withdrawn your consent, we will no longer process your application and, subject to our retention policy, we will dispose of your personal data securely.

Data Privacy Compliance

The Data Protection Officers will oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact them at data@hwmartin.com.