

Privacy Notice for Job Applicants – Spectrum Offshore Limited

Spectrum Offshore Limited and our group companies (hereinafter referred to as “we” or “us”) are committed to protecting and respecting your privacy and personal data. Under data protection law, individuals have a right to be informed about how we use any personal information we hold about them.

This privacy notice is provided to make you aware of how and why we process your data when you have applied to work with us (whether as a contractor, worker or full/part-time employee). It describes how and why your personal data is processed and how long it normally will be retained for. It provides you with information that must be provided under the EU General Data Protection Regulation, commonly referred to as GDPR.

During the recruitment process, we collect and processes personal data relating to prospective job applicants. Spectrum is committed to protecting your personal data and to meeting our data protection obligations.

We may change this privacy notice from time to time by updating this page in order to reflect changes in the law and /or our privacy practices. We encourage you to check this notice on a regular basis.

What types of personal information about you do we process?

We will process personal information relating to those we seek to employ, or from those who have applied for a position with us. Personal information that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- a. Your name, address and contact details, including email address and telephone number
- b. Your CV, including any information contained therein, including your date of birth, gender, employment history, qualifications, certifications, personal references
- c. Your current salary (if applicable), benefit packages or other forms of remuneration and/or salary expectations, working hours, offshore days quota (if applicable), professional memberships and any disciplinary sanctions against you
- d. Whether or not you hold a current driving licence
- e. Any information you provide to us via telephone interviews, emails and interviews in person
- f. Information about your entitlement to work in the UK / other countries
- g. Information obtained from your passport or other identity document

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data:

- h. Physical and mental health, including any medical conditions, and sickness records
- i. Whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process

How do we collect your data?

We collect information about candidates from the following sources:

- a. From you directly, as the candidate, via either email, telephone or via our website
- b. From the named references you provide
- c. From publicly accessible professional profiles, such as LinkedIn
- d. From recruitment agencies that we may use to identify you as a candidate
- e. Information generated about you when you use our website
- f. Information collected from other third parties, such as previous employers

The above data will be stored on a range of media, including on the company’s secure storage servers and on other IT systems such as email.

Why do we collect your data?

We use your personal data, including any of the personal data listed above, for the following purposes:

- a. To assess your ability, experience, skills, qualifications and suitability for the role
- b. To carry out background checks and to check references when it becomes necessary to do so
- c. To keep you informed during the recruitment process
- d. To maintain records of prospective employees within a reasonable timeframe
- e. To decide what offer of employment to make to you, should you be successful
- f. Upon a successful application and accepted offer of employment, to draw up a contract of employment and begin the process of registering you as an employee
- g. To ensure that we are complying with our legal or regulatory obligations
- h. To respond to and defend against legal claims

What is our lawful basis for using your personal information?

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where:

- a. We need to comply with a legal obligation (such as to check your eligibility to work in the UK)
- b. You have given us consent to use it in a certain way
- c. We have legitimate interests in processing the data

Where you have provided us with consent to use your data, you may withdraw this consent at any time. Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify our use of your data.

If the reasons for collecting your personal information change, we will let you know and seek your consent where applicable. We will not use your information for any purpose for which we have not informed you without first notifying you as to the change and lawful basis under which we intend to process your information.

Spectrum will not use your data for any purpose other than that which is required for the recruitment process.

Who has access to your data?

Your information will be shared internally for the purposes of the recruitment process. This will include members of the HR team, managers with a staff vacancy, interviewers and company directors.

Data sharing with third parties

We do not share information about you with any third party without your consent, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers and/or your named references to obtain references for you.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law. We will only do this after we have obtained your consent to do so.

How we protect your data

We take the security of your data seriously. We have internal policies and security controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessible except by our employees in the proper performance of their duties.

We have put in place procedures to deal with any suspected or actual data security breach and will notify you and any applicable regulator of a suspected breach within the timeframes required by law.

How we store your personal information

We will retain your personal data in a secure filing system for a period of 12 months from receipt.

We will then delete and/or shred the information in accordance with our Data Retention Policy. If your application for employment is successful, your personal data gathered during the recruitment process will be transferred to our personnel file and retained for the duration of your employment with us. Staff records are covered by a separate privacy notice which you will be supplied with at that time.

No obligation to provide data

There exists no obligation to provide us with your personal data. Failure to do so may, however, result in us being unable to process your application or engage you in employment. You will be informed if requested information is critical to the application process or if you can choose not to share it without consequence.

Your rights

You, as a data subject, have a number of rights. They do not apply in all circumstances. If you wish to exercise any of them, we'll explain at that time if they apply or not:

- a. Access and obtain a copy of your data on request
- b. In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- c. Require us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- d. Object to the use of your personal data if it would cause, or is causing, damage or distress
- e. Prevent your data being used to send direct marketing
- f. Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- g. Request the restriction of processing of your personal data. 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; and
- h. Request the transfer of your personal data to another party.

If you would like to manage your information or exercise any of these rights, please contact us via email at info@spectrum-offshore.com or in writing at Spectrum Offshore Limited, 1 West Barn, Efford Park, Milford Road, Lymington, SO41 0JD.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

Alternatively, you can make a complaint to the Information Commissioner's Office (ICO).

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact us at info@spectrum-offshore.com.