

## ASL International Recruitment Limited (“ASL”) Potential Candidate’s Privacy Statement

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This privacy statement explains:

- what information ASL (the Data Controller) collects when an individual applies or shows an interest in a role with one of our client’s during an application and recruitment process;
- the relevant lawful processing condition for the use of that information;
- how ASL uses that information;
- who may have access to your information; and
- for how long ASL will retain your information.

### Types of information ASL collects

This privacy statement covers the information you share with ASL and/or which may be acquired by ASL through third parties (such as referees, clients, websites, job boards) or produced by ASL during the application or recruitment process (such as testing and screening) including:

- your name, address, email address, telephone number and other contact information;
- your resume or CV, cover letter, previous and/or relevant work experience or other experience, education or other information you provide to ASL in support of an application and/or the application and recruitment process;
- any client application form, recruitment monitoring form or details of any personality or psychometric testing required by the client;
- information from interviews and pre employment screenings you may have, if any;
- details of the type of employment you are currently undertaking or may be looking for, current and/or desired salary and other terms relating to compensation and benefits packages, willingness to relocate or other job preferences;
- details of how you heard about the position you are applying for including preferences from third party sources such as LinkedIn, Facebook Instagram and Twitter;
- any special category, sensitive and/or demographic information obtained during the application or recruitment process such as age, gender, marital status, information about your citizenship and/or nationality, medical or health information and/or your racial or ethnic origin;
- reference information and/or information received from credit reference agencies, background or police checks (where applicable), including information provided by third parties or your emergency contacts;
- copies of your driving licence, passport or identity card, utility bill social security card or tax information; and/or
- information relating to any previous applications you may have made to ASL and/or any client applications and/or any previous employment history.

### Lawful Processing Conditions

The processing of personal information throughout the application and recruitment process will be necessary for and as a result of steps taken by yourself with a view to entering into a contract with

ASL to try and find you employment and/or provide you with work opportunities with our clients. ASL will inform you before sending your information to prospective clients.

ASL may also process your information for its legitimate interest, and where the lawful basis is our legitimate interest, in certain circumstances, you have the right to object to us processing your data on this basis. The exceptions would be where there exists a legal obligation on ASL to process your information.

### How ASL uses information it collects

Your information will normally be used by ASL for the purposes of carrying out its application and recruitment process which includes:

- assessing your skills, qualifications and interests against ASL's client career opportunities and or person specifications;
- assessing your personality traits, (through psychometric testing) if required by the client;
- verifying your information and carrying out reference checks and/or conducting background checks or police checks (where applicable) if you are offered an opportunity for an interview or are offered a job;
- communications with you about the recruitment process and/or your application(s), including, in appropriate cases, informing you of other potential career opportunities with our client's or for vacancy alerts;
- making improvements to ASL's application and/or recruitment process including improving diversity in recruitment practices;
- marketing activities to assist you in finding work opportunities;
- complying with applicable laws, regulations, legal processes or enforceable governmental requests.

### Who may have access to your information

Primarily ASL will share your information with prospective employers or clients to increase your chances of securing the job or role you require.

Your information may be shared with our affiliate organisations (meaning legal entities controlled by, controlling, or under common control with us) as reasonably necessary.

We may share your information with other recruitment or employee relations specialists. If you have been referred for a job by a current group employee, ASL may inform that person about the progress of your application. We may also share your information with anybody you used as a referee for your application. It is your responsibility to obtain consent from referees before providing their personal information to ASL.

ASL may also use service providers acting as data processors on ASL behalf to perform some of the services described above including for the purposes of shortlisting, interviewing, verification and/or background and police checks. ASL may sometimes be required to disclose your information to external third parties such as to local employment authorities, insurance companies, professional advisors; courts and tribunals, or regulatory bodies and/or law enforcement agencies for the purpose of complying with applicable laws and regulations, or in response to legal process. If any third-party processes any of your data on ASL's behalf, it will ensure that there are sufficient contractual and operational safeguards protecting your information. These service providers may be located outside of the Channel Islands but will normally be based in the European Union.

In addition, we may disclose your information to any prospective seller or buyer in relation to the purchase or sale of any business or assets.

## Retention of your information

ASL will be required by the Employment Agencies (Registration) (Code of Conduct) (Jersey) Order 1970, as amended, to retain your information for the following periods:

if unsuccessful for the role(s) you have applied for	2 years after receipt of your initial application
if interviewed for a post	2 years from ASL's last contact with you. Information retained for this period will include interview notes, interview questions and answers and any other relevant information supplied by you;
if you are offered and accept employment with a Client of ASL	the information collected during the application and recruitment process will become part of your employment record and will be sent to the Client, but ASL will retain this information for 8 years for auditing purposes.

However, where you have given consent to hold your information for longer (for example where you are included on ASL's non-executive director register) your information will be held for five years.

## Accuracy, Security and Your Rights

ASL aims to ensure that it only processes accurate and up to date information, and it requires your assistance to do so, therefore if your information changes (for example you have found alternative employment) please let us know.

ASL has put in place appropriate security measures to prevent your information from being accidentally lost, used or accessed in an unauthorised way. In addition, ASL limits access to your information to those employees, agents, contractors and other third parties who have a business need to know.

ASL has put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where it is legally required to do so.

Under certain circumstances you have rights under the data protection law in relation to your information and if you want to exercise any of your rights listed below, please contact a Director on +44 1534 500000:

- right to request your personal data;
- request correction of your personal data;
- request erasure of your personal data;
- object to the processing of your personal data;
- request restriction of processing your personal data;
- request transfer of your personal data; or
- right to withdraw consent

You also have the right to complain to the Office of the Information Commissioner, 2<sup>nd</sup> floor, 5 Castle Street, St Helier JE2 3BT.

**By applying to ASL to assist you in securing work opportunities, you accept the terms of this privacy statement.**