



Candidate Privacy Notice

About this Notice

We respect the privacy rights of individuals and are committed to handling personal information responsibly and in accordance with applicable law.

This Privacy Notice ("**Notice**") describes how Glenair (UK) Limited handle your personal information when you have applied or are applying for work with us (whether employee, worker or contractor) and the rights you have in connection with that information. It is important that you read all of this Notice carefully as 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 UK General Data Protection Regulation (**UK GDPR**).

The Term "**Candidate**" is used in this Notice to refer to anyone who applies for a job role, or who otherwise seeks to work with, or, for us (whether on a permanent or non-permanent basis).

Glenair (UK) Limited is a "**controller**" in relation to personal data. This means that we are responsible for deciding how we hold and use personal information about you.

Data Protection Principles

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

- Used lawfully, fairly and in a transparent way
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes
- Relevant to the purposes we have told you about and limited only to those purposes
- Accurate and kept up-to-date
- Kept only as long as necessary for the purposes we have told you about
- Kept securely

Information we may collect when you apply

When you apply for a job role at (or otherwise seek to work with) Glenair (UK) Limited, we will collect, use and store certain information about you.

We will collect and process personal information from you through the application and recruitment process. Such information may include, but is not limited to:

- Name and other personal information such as gender, date and place of birth;
- Contact information, such as address, telephone number and email address;

- Past employment history (including previous employers, job titles, or positions) and references in order to evaluate potential employees for employment;
- Other academic, professional, and training information, such as academic degrees and professional qualifications;
- Your CV, covering letter, application form (which may include details of any memberships or interests constituting Sensitive Personal Information (as that term is defined herein))
- National Identifiers such as nationalities, national IDs/passport, national insurance number, immigration information, and visa status
- Information relating to previous applications you have made to Glenair (UK) Limited and/or any previous employment history with Glenair (UK) Limited.
- Information concerning your application and our assessment of it;
- CCTV images; and
- Any other information you voluntarily provide throughout the process, including online, through interviews or other forms of assessment.

This may involve us collecting, storing and using the following types of more sensitive personal information:

- Information about your race or ethnicity, religious or philosophical beliefs or sexual orientation.
- Information about your health, including any medical condition, health and sickness records.
- Information about criminal convictions and offences.

How is your personal information collected?

We collect information about candidates from the following sources:

- You, the candidate
- Recruitment agencies, for example, but not limited to: name, title, address, telephone number, personal e-mail address, employment history and qualifications
- Disclosures and Barring Service in respect of criminal convictions
- Your named referees, for whom we collect the following: dates of employment, title, salary, parental leave, attendance, conduct & performance
- Data from third parties which is publicly accessible, including social media and networking sites.

How we will use the information

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

- Assess your skills, qualifications and suitability for the role
- Carry out background checks, where applicable
- Communicate with you about the recruitment process or upcoming roles you may be interested in
- Keep records related to our recruitment process

- Comply with legal or regulatory requirements

It is in our legitimate interests to process this information as it is beneficial to our business to appoint a 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 application form, CV and covering letter, we will 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 appropriate to invite you for an interview. If you are invited to 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 will then take up reference and any other appropriate checks.

Who will see your personal information

To carry out the purposes outlined above, your personal information may be shared internally with managers, HR and recruitment teams, systems administrators, and other members of Glenair (UK) Limited, for our recruitment processes.

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 qualifications work history or information required to carry out credit checks), we will not be able to process your application successfully.

How we use particularly sensitive personal information

- We will use information about your disability status to consider making reasonable appropriate adjustments during the recruitment process, for example whether adjustments need to be made during a test or interview
- We may use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.

Information about criminal convictions

We envisage that we will process information about criminal convictions.

We will collect information about your 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 records check in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for the role.

We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such data.

Automated decision making

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

How long we retain your personal information

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

If we wish to retain your personal information on file, on that basis that a further opportunity may arise in the 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 you would like to opt out from Glenair (UK) Limited's policy of retaining your information for the purposes of considering you for other suitable openings, please contact the HR department on 01623 638100

Who to contact

If you have complaints relating to our processing of your personal information, you should raise these with the Data Protection Officer in the first instance. E-mail tsheward@glenair.co.uk or telephone: 01623 638100. Alternatively, you can write to Human Resources, Glenair UK Ltd, 40 Lower Oakham Way, Oakham Business Park, Mansfield, Notts NG19 9HX.

Rights of access, correction, erasure and restriction

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

- **Request** access to your personal information (commonly known as "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 correction** of the personal information 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 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 to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

If you want to review, verify correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the HR Department on (01623) 631800 .

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 the HR Department on (01623) 638100. Once we have received notification that you have withdrawn consent, we will no longer process your application and, subject to our Data Handling, Retention and Erasure policy, we will dispose of your personal data securely.

Questions or complaints

If you have any questions or concerns about this privacy notice please contact the HR Department on gr-humanresources3@glenair.co.uk or how we handle your personal information, please contact the Data Protection Officer on or tsheward@glenair.co.uk. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

We reserve the right to update this privacy notice at any time.

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