



Applicant Privacy Notice

Turntide Data Protection Privacy Notice for Job Applicants

As a prospective employer, Turntide is committed to protecting the privacy and security of your personal information.

This privacy notice sets out how we collect and use your personal data as a prospective employer. Please read it carefully to ensure your agreement before you submit your personal data.

Legal Basis for collecting your Personal Data

Submission of your personal data will enable us to consider your application. The basis for processing your personal data is therefore to assess whether we will be entering into a contract of employment with you.

We may also need to use your personal information to comply with a legal obligation or where it's required to protect your (or someone else's interests) or it is in the public interest to do so.

Your Personal Data

We will keep your personal data secure however it is held and will minimize the retention of your personal data.

We will collect personal information about applicants through the application and recruitment process, either directly from applicants or sometimes from employment agencies. We may sometimes collect additional information from third parties including former employers, credit reference agencies or other background check agencies.

We will share your personal data only with individuals involved in the recruitment exercise. If your application is for an apprentice role, your personal data may be shared with the apprenticeship provider.

We can confirm there are no automated decision-making processes in respect of your personal data.

Types of Personal Data

We will collect and use the following categories of personal data during the recruitment exercise:

- the personal information you submit within your Resume/CV and cover letter
- employment status checks
- criminal record checks (when permitted by the law)
- employer references
- credit reference checks
- psychometric tests (when required for a specific role)
- visa/passports
- any further information you may provide to us.

Transfers outside the UK and EEA

In certain circumstances, we may need to send personal data of applicants residing in the United Kingdom (UK) or European Economic Area (EEA) outside of the UK/EEA. If it is necessary to send your personal data outside the UK/EEA, we will ensure this is done in accordance with legal requirements.

Your Duty to update Personal Data

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes.

Information about criminal convictions

We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our policies.

We will only collect information about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so. Where appropriate, we will collect information about criminal convictions as part of the recruitment process.

Retention of your Personal Data

If your application is successful, we will retain your personal data in accordance with our internal privacy policy, which will be provided on commencing employment.

If your application is unsuccessful, we will retain your personal data for no more than two years from the closing date of the role and it will then be securely destroyed.

Your Rights

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

- a) **Request Access** to your personal information (this is often 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.
- b) **Request Correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- c) **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).
- d) **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. While we do not intend to use any of your personal information for direct marketing purposes, you also have the right to object if at any time, we are processing your personal information for direct marketing purposes.
- e) **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.
- f) **Request the transfer** of your personal information to another party.

If you wish to exercise any of the above rights, please contact Turntide's Human Resources Team using the details below setting out your request in writing.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.



Withdrawing your consent

If you no longer wish for Turntide to use your personal data as part of an application process, please inform us and we will securely delete your personal data. This will mean that we can no longer consider your application which will be withdrawn from the recruitment exercise. Any such request should be sent in writing to privacy@turntide.com (if you reside outside of the UK and EEA) and to uk-recruitment@turntide.com (if you reside inside the UK or EEA)

Queries

If you have any queries in relation to this applicant privacy notice or you wish to exercise any of your rights, you should contact Human Resources / the Talent Acquisition Team as follows: uk-recruitment@turntide.com (if you reside inside the UK or EEA) or jobs@turntide.com (if you reside outside the UK and EEA)

We reserve the right to update this privacy notice at any time, and upon request, we will provide you with a new privacy notice when we make updates. We may also notify you in other ways from time to time about the processing of your personal information.

Contacting the Regulator

If you reside within the UK, you are entitled to lodge a complaint at the Information Commissioner's Office if you are unsatisfied with how your data has been processed. You can contact them on 0303 123 1113 or go online to www.ico.org.uk/concerns

If you reside outside the UK, you have the right to lodge your complaint with the relevant data protection regulator in your country of residence.

This policy applies to Turntide Technologies Inc., to Turntide Transport Ltd and to the following subsidiaries set out below:

Avid Technology Ltd (registered in England and Wales with company number 04978723) whose registered office is at Turntide Drives Eight Avenue, Team Valley Trading Estate, Gateshead, NE11 0QA

Hyperdrive Innovation Ltd (registered in England and Wales with company number 7948437) whose registered office is at Future Technology Centre, Barmston Court, Nissan Way, Sunderland, Tyne and Wear, SR5 3NY

Turntide Drives Ltd (registered in England and Wales with company number 13224626) whose registered office is at Turntide Drives Eight Avenue, Team Valley Trading Estate, Gateshead, NE11 0QA