



## NewOrbit Careers – Privacy Notice

As part of any recruitment process, NewOrbit collects and processes personal data relating to job applicants. NewOrbit is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

### What information do we collect?

NewOrbit collects the information you supply to us including:

- Your name and contact details (including email address and phone number)
- Your response to our right to work question
- Links you supplied to us (e.g. LinkedIn, Stack Overflow, GitHub, Blog, Portfolio)
- Your CV (detailing your qualifications, skills, experience and employment history)
- Your covering note
- The role you applied for
- Information about your current level of remuneration and salary expectation
- Your technical test result (if completed)

NewOrbit may collect this information in a variety of ways. For example, data might be contained in the contact form, job boards, CVs, LinkedIn profiles, identity documents you supply, or collected through interviews or other forms of assessment, including online tests.

Data will be sent via email to our recruitment team, then stored in our CV database accessible only by relevant NewOrbit employees (including HR & Management), as well as our Recruitment Management tool.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to our HR management system and retained during your employment.

### Why does NewOrbit process personal data?

NewOrbit has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows NewOrbit to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide whom to offer a job. NewOrbit may also need to process data from job applicants to respond to and defend against legal claims.

In some cases, we need to process data to ensure that we are complying with legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts. Should your application reach this stage you will be provided with a consent form detailing what is required and how this data is processed for this.

### How long does NewOrbit keep data?

If your application is unsuccessful, NewOrbit Ltd will remove your CV from our CV database and Recruitment Management Tool after a 2-year period, so we are aware whether you have recently applied for a role within the organisation.



## Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with an employment background check provider to obtain necessary background checks, which includes contacting references you supply. Should your application reach this stage you will be provided with a consent form detailing what is required and how this data is processed for this.

## How do we protect data?

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

## Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where NewOrbit is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact [recruitment@neworbit.co.uk](mailto:recruitment@neworbit.co.uk).

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

## What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to NewOrbit during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.