

PRIVACY NOTICE FOR CANDIDATES

August 2024

This Is Beyond is committed to protecting the individual privacy rights and choices of our candidates.

Our Privacy Notice contains important information about the types of personal information we collect and process; what we do with it; who we may share it with and why; and your rights when it comes to the personal information you provide us with

1. Who we are

This is Beyond Ltd.

Unit 2/2 Shepherds Building West, Rockley Road, Shepherds Bush, London, W14 0DA

Phone: +44 20 31 764 989

Email: dpo@thisisbeyond.com

Our Data Protection Officer is: Rohane Freeman

2. Types of data that we process

We collect information about our prospective employees when they apply for employment with us and we process it on an on-going basis. We will process the following data:

- Your application form containing your name, contact details, education and qualifications
- A copy of each reference obtained for you
- Documentary evidence of any qualifications
- In order to employ you, we are required to establish your identity and your right to work in the UK. We will need a copy of your birth certificate and passport (if any) (name, date of birth, nationality, photo, passport number)
- If you require reasonable adjustments in order to attend for an interview, then we will process your health data.
- Information about you from your referees
- Information about you from your social media accounts, such as LinkedIn or Instagram. We don't look at Meta/Facebook.

3. How do we use your personal data and what is our legal basis

We ask you for personal details to assess your suitability as a candidate and to provide the best possible recruitment experience.

| Action | Legal basis |
|---|---------------------|
| Your submission of your CV or application | Consent |
| We will then process the data in your application or CV and the data collected on you during the recruitment process in order to assess your suitability for the position. | Legitimate interest |
| Right to work checks | Legal obligation |
| We hold your CV and all data collected during the recruitment process for twelve months in the unlikely event of any employment tribunal claims; and All personal data is stored securely on servers and in the cloud. | Legitimate interest |
| Information in order to make reasonable adjustments for you to attend an interview | Legal obligation |
| Contacting your referees. | Legitimate interest |
| Viewing your social media accounts. | Legitimate interest |

4. Whom we may share your personal data with

We will share your personal information with third parties where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

| Entity | Legal basis for sharing |
|---|-------------------------|
| Our professional advisers such as lawyers and accountants | Legitimate interest |
| Government or regulatory authorities or law enforcement | Legal obligation |
| Professional indemnity or other relevant insurers | Legitimate interest |

| | |
|--|---------------------|
| Third parties to whom we outsource certain services such as, without limitation, confidential waste disposal, IT systems or software providers, IT support service providers, document and information storage providers | Legitimate interest |
|--|---------------------|

Whenever we share your personal information, we will do so in line with our obligations to keep your information safe and secure.

Please note this list is non-exhaustive and there may be other examples where we need to share with other parties in order to provide our services as effectively as we can.

We conduct an appropriate level of due diligence and put in place contractual documentation in relation to any sub-contractor to ensure that they process personal data appropriately and according to our legal and regulatory obligations.

5. **Where your information is processed**

Your information is processed in the UK.

6. **How we protect your information**

We take information and system security very seriously and we strive to comply with our obligations at all times. Any personal data which is collected, recorded, or processed in any way, whether on paper, online or any other media, will have appropriate safeguards applied in line with our data protection responsibilities.

Your data is protected by controls designed to minimise loss or damage through accident, negligence, or deliberate actions. Our employees are trained to protect sensitive or confidential information when storing or transmitting data in any medium including electronically and must undertake annual refresher exercises on this.

7. **How long we keep your information for**

We keep your data for as long twelve months if you are not successful. This is in case of any employment tribunal issues. If you are successful, then your recruitment data forms the start of your HR file.

8. **How to access your information and your other rights**

You have the following rights in relation to the personal data we hold about you:

- **Your right of access**
If you ask us, we'll confirm whether we're processing your personal data and, if necessary, provide you with a copy of that personal data (along with certain other details). If you require additional copies, we may need to charge a reasonable fee.
- **Your right to rectification**
If the personal data we hold about you is inaccurate or incomplete, you are entitled to request to have it rectified. If you are entitled to rectification and if we've shared your personal data with others, we'll let them know about the rectification where possible. If you ask us, where possible and lawful to do so, we'll also tell you who we've shared your personal data with so that you can contact them directly.
- **Your right to erasure**
You can ask us to delete or remove your personal data in some circumstances such as where we no longer need it or if you withdraw your consent (where applicable). If you are entitled to erasure and if we've shared your personal data with others, we'll let them know about the erasure where possible. If you ask us, where it is possible and lawful for us to do so, we'll also tell you who we've shared your personal data with so that you can contact them directly.
- **Your right to restrict processing**
You can ask us to 'block' or suppress the processing of your personal data in certain circumstances, such as where you contest the accuracy of that personal data or you object to us. If you are entitled to restriction and if we've shared your personal data with others, we'll let them know about the restriction where it is possible for us to do so. If you ask us, where it is possible and lawful for us to do so, we'll also tell you who we've shared your personal data with so that you can contact them directly.
- **Your right to data portability**
You have the right, in certain circumstances, to obtain personal data you've provided us with (in a structured, commonly used and machine readable format) and to reuse it elsewhere or to ask us to transfer this to a third party of your choice.
- **Your right to object**
You can ask us to stop processing your personal data, and we will do so, if we are:
 - relying on our own or someone else's legitimate interests to process your personal data, except if we can demonstrate compelling legal grounds for the processing; or
 - processing your personal data for direct marketing purposes.
- **Your right to withdraw consent**
If we rely on your consent (or explicit consent) as our legal basis for processing your personal data, you have the right to withdraw that consent at any time.
- **Your right to lodge a complaint with the Information Commissioner's Office**
If you have a concern about any aspect of our privacy practices, including the way we've handled your personal data, you can report it to the ICO. We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.

Please note that some of these rights may be limited where we have an overriding interest or legal obligation to continue to process the data or where data may be exempt from disclosure due.

The ICO can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 0303 123 1113

Fax: 01625 524510