

JOB APPLICANT PRIVACY NOTICE

Preface

Fred. Olsen is committed to protecting the privacy of everybody that is employed by us or seeks employment with us. This privacy notice is our way of being transparent about how we use your personal data when you apply for a job with any Fred. Olsen company.

Data Controller

Fred Olsen Limited is the data controller for all staff and job applicant personal data.

We collect and process data for a number of purposes outlined in this notice. If you need to contact us you can by using the details below:

Address: Fred. Olsen House, White House Road, Ipswich, Suffolk, IP1 5LL

Phone: (+44) 01473 292 200

If you have a specific query relating to how we process your personal data you can contact our Data Protection Officer on:

Email: dataprotection@fredolsen.co.uk

Information related to your job application

Without knowing some basic information about you we are not able to interview you for a role. As a minimum we require you to provide:

- Personal contact details such as your name, address, contact telephone numbers (landline and mobile) and personal email address
- Education
- Work history

We like to know about yourself, your interests and your employment history and so we ask that you provide information on:

- Any appropriate training courses you have been on or training standards you are certified to
- The location where you are based
- Outside work interests
- We want to make sure that we are the right employer for you, so we also ask about:
 - Salary expectations
 - Professional goals

If your application progresses beyond the initial application, we also ask for additional information, including:

- A copy of your passport, driving licence, birth and marriage certificates or similar ID and/or proof of address documents
 - Marital status, next of kin, emergency contacts, beneficiaries and their contact information
 - Date of birth, gender and NI number
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We realise you might be willing to share more information about yourself and so we will process any information that you choose to share with us in your employment application.

We will also process any information you choose to disclose on your employment application.

How is personal data collected?

We get information about you from the following sources:

- Directly from you.
- Through information you supply in Vacancy Filler*
- From an employment or recruitment agency.
- From your employer if you are a secondee.
- From referees, either external or internal.
- Photographic images or recording using our own CCTV systems.

* Vacancy Filler provides an online applicant tracking portal. Vacancy Filler is a data processor that provides the online recruitment solution we use for recruitment purposes.

If your application is made through an employment or recruitment agency, the agency should inform you that we will receive and process your data. If needed, we will be able to inform you of the original source of your personal data.

Lawful basis for processing your personal data

Mainly we process your data to facilitate interviews and evaluate your suitability for the role. The table below provides you with a full list of the processes we will undertake with your personal data and our legal basis for doing so.

Purpose of processing	Legal basis
Receiving, reviewing and processing your application	Legitimate Interest
Contacting you to arrange an interview	Legitimate Interest
Conducting job interview	Legitimate Interest
Evaluating job suitability	Legitimate Interest
Communicating with you about your application	Legitimate Interest
Retaining your information in case a future position becomes available	Legitimate Interest
Providing your information to a company in the Group, whom you did not originally apply to, that is advertising a role you may be appropriate for	Consent You are able to decline this or withdraw your consent at any time. If you do decline or withdraw your consent this can affect your opportunity to gain employment with Fred. Olsen.
Reporting general statistics on applicants e.g. based on skillset, location	Legitimate Interest
Creating and storing notes about your interview	Legitimate Interest
Contacting you to find out if you still want an applicant profile with us	Legitimate Interest
Contacting you with feedback about from your interview and making an offer	Legitimate Interest

Special category data

Where the information we process is special category data, for example your health data, the additional bases for processing that we rely on are:

- Article 9(2)(b) which relates to carrying out our obligations and exercising our rights in employment and the safeguarding of your fundamental rights
- Article 9(2)(c) to protect your vital interests or those of another person where you are incapable of giving consent
- Article 9(2)(f) for the establishment, exercise or defence of legal claims
- Article 9(2)(h) for the purposes of preventative or occupational medicine and assessing your working capacity as an employee

Sharing your information

In some circumstances, such as under a court order, we are legally obliged to share information. We may also share information about you with third parties including government agencies and external auditors. If we are recruiting through a recruitment agency we will share information back with the recruitment agency you are working with.

We use an applicant management software package to assist our recruiting processes. Your data will be stored by the software platform in the UK. We do not transfer any applicant data outside of the UK.

Retention of Data

We retain applicant data for up to 365 days after the date of application. If an applicant is successful and commences employment with us, we shall retain their data for up to 6 years after cessation of employment.

Personal data collected by Vacancy Filler during the recruitment process will be retained for 365 days from the date of application.

Your Rights

We are always happy to fulfil any one of your rights. Your rights with respect to the personal data that we process on you are:

- Right to information on how your data is processed
- Right of access to the personal data we hold on you
- Right to rectify any inaccurate data we process on you
- Right to object to us processing your personal data
- Right to erasure of your data
- Right to data portability
- Right to lodge a complaint with a data protection regulator
- Right not to be subject to automated decision making

For more information on your rights, see [the Information Commissioner's website](#).

You also have the right to lodge a complaint with the Information Commissioner as the relevant supervisory authority.

You can invoke any of your rights by using the contact details listed in this notice. Please be aware that we can ask for identification documents to confirm we are disclosing information to the correct person.

If you ask someone to exercise these rights on your behalf we will ask them to show they have the authority to act on your behalf and ask for proof of their identity.

Provision of personal information

It is mandatory that you provide us with your personal information prior to us interviewing you for a position. If you do not provide us with all of the personal information we require we will not be able to interview you for a position.

We do not conduct any automated decision making or profiling on applicant data.

Changes to this privacy notice

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

Version Control			
Version	Edited by	Summary of edits	Date Amended
0.1	DPO	Creation	14/05/2018
0.2	DPO	DB review and feedback	22/05/2018
0.3	DPO	Format, aligned towards staff notice. Adjusted retention period, and included information on Vacancy Filler	20/10/2020

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