

## **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 company in the Fred. Olsen company.

### **Data Controller**

Fred. Olsen Limited is the data controller and is responsible for deciding how we hold and process your personal information.

This notice explains what information we collect and how it will be used, namely for the purposes of the recruitment exercise. This notice applies to an application as an employee or other worker.

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](mailto:dataprotection@fredolsen.co.uk)

### **Information related to your job application**

In connection with your application, we will collect, store and use a wide variety of information about you so that we are able to process your application, and for carrying out one or more interview(s).

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

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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
- Information about your entitlement to work in the UK (Right to Work documentation)
- Marital status, next of kin, emergency contacts, beneficiaries and their contact information  
Date of birth, gender and NI number

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:

- Your application form and replies to any screening questions.
- Your CV and any covering letter.
- Emails you send to us in the recruitment process.
- Information you provide at interview, including any online interview using MS Teams.
- Through information you supply in HR Recruit\*
- 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.

\* HR Recruit provides an online applicant tracking portal. HR Recruit 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.

### **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

## Lawful basis for processing your personal data

We will use your personal information 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
Communicating with you about the recruitment process	Legitimate Interest
Assessing your skills, qualifications and job suitability	Legitimate Interest
Arranging and conducting an interview, where applicable	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
Comply with legal or regulatory requirements	Legal Obligation

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## Sharing your information

We use third-party recruitment platforms and job boards for posting vacancies. If you apply through a third-party platform or job board, they will process your data as a data controller in accordance with their own privacy policy. You should read their privacy policy on their respective website for further 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 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**

Changes to the notice may be made in response to changes to regulation, legislation or Fred. Olsen itself. We ask, therefore, that you come back every now and again to check for any updates.

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 with other privacy notices	06/10/2020
0.4	DPO	Added information about collection and use of personal data, clarified and expanded lawful processing bases, changed Vacancy Filler to HR Recruit and expanded sharing information section	01//02/2023

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