

## Privacy Notice for recruitment

ADARMA Ltd (“we”, “us” and/or “our”) is committed to protecting the privacy and security of your personal data. We are the data controller in respect of the personal data we process about you in relation to your role with us and are obliged by law to inform you about how we process your personal data.

This Privacy Notice describes how we collect and process your personal data during our recruitment process with us in accordance with all applicable data protection laws and regulations in the United Kingdom. This notice applies to you if you have made an application to work with us.

It is important that you read and retain this notice together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal data about you. This will ensure you are aware of how and why we are using such information and what your legal rights are in relation to your personal data.

We may update this notice at any time and should we do so, we will provide you with an updated copy where it is practical for us to do so. If you have any questions relating to this notice you may contact us using the details below:

Our Registered Office:

3<sup>rd</sup> Floor Quay 1  
133 Fountainbridge  
Edinburgh  
EH3 9QG  
enquiries@adarma.com

We process your personal data in accordance with the overarching principles and requirements set out in the in the General Data Protection Regulation and the Data Protection Act 2018 ('Data Protection Law'). What this means is that WIG processes your data in a way that is:

- Lawful, fair and transparent;
- Compatible with the purposes that we have told you about;
- Adequate and necessary, we only use the data we need to use for the reason we told you;
- Accurate and up to date;
- Not excessive, we only keep your data for as long as we need it; and
- Secure and protected.

This Privacy Notice will explain:

- The Personal data we collect from you and other sources?
- How we use your personal data?
- What happens if you do not provide us with the personal data we request from you?
- Our lawful basis for us our processing of your personal data?
- With whom will we share your personal data?
- Where will we store your personal data?
- How long will we retain your personal data?



- What have we put in place to keep your personal data secure?
- What are your rights?
- Your duty to inform us.

## **Personal data we collect from You**

We collect and process some or all of the following types of information from you:

- Information that you provide when you apply for a role. This includes information provided through an online job site, via email, in person at interviews and/or by any other method.
- In particular, We process personal details such as name, email address, address, telephone number, date of birth, qualifications, experience, information relating to your employment history, skills experience that you provide to Us, as well as your video in case you conduct your interview using the Video Interview feature.
- Any information you provide us within your CV
- If you contact Us, We may keep a record of that correspondence.
- A record of your progress through any hiring process that We may conduct.
- Details of your visits to Workable's Website including, but not limited to, traffic data, location data, weblogs and other communication data, the site that referred you to Workable's Website and the resources that you access.
- Special Category Data, including information about your background and criminal convictions, when we are carry out pre-employment screening checks and we do so in accordance with our Additional Policy Document
- Special Category Data including any information about your health, which you may disclose in order that we can provide you with additional support during the recruitment process.

## **Personal data we collect from other sources**

We may process personal data from you made available via other publicly available sources such as LinkedIn and other social media profiles and jobsites or databases. We may also receive your personal data from a third party who recommends you as a candidate for a specific job opening or for Our business more generally.

## **How we use your personal data**

We use information held about you in the following ways:

- To consider your application in respect of a role for which you have applied.
- To consider your application in respect of other roles.
- To communicate with you in respect of the recruitment process.
- To enhance any information that We receive from you with information obtained from third party data providers.
- To find appropriate candidates to fill Our job openings.
- To help Our service providers and Partners (such as the job sites through which you may have applied) improve their services.
- To verify your identity and carry out requisite background checks

## **Automated decision making/profiling**

We may use technology to select appropriate candidates for Us to consider based on criteria expressly identified by us, or typical in relation to the role for which you have



applied. The process of finding suitable candidates is automatic, however, any decision as to who We will engage to fill the job opening will be made by Our staff.

### **If You Fail to Provide Personal Data?**

ADARMA Ltd is required to process your personal data in order to facilitate the recruitment process and prior to entering into a contract with you. As stated above, our clients also require Us to undertake criminal vetting checks. Accordingly, if we are unable to hold and process your data – because you do not provide it or do not authorise us to hold it – it may not be possible to continue the recruitment process with you.

### **Lawful basis for processing**

We rely on legitimate interest as the lawful basis on which We collect and use your personal data. Our legitimate interests are the recruitment of staff for Our business.

Where you apply for a job opening through the any third party job sites, We rely on your consent, which is freely given by you during the online application process, to disclose your personal data.

### **With whom will we share your personal data?**

As set out above, We pass your information to Our third party service providers, including our data processor, Workable, who use it only in accordance with Our instructions and as otherwise required by law.

We use Workable, an online application provided by Workable Software Limited, to assist with Our recruitment process. We use Workable to process personal information as a data processor on Our behalf. Workable is only entitled to process your personal data in accordance with Our instructions.

Where you apply for a job opening posted by Us, these Privacy Notice provisions will apply to Our processing of your personal information in addition to Our Privacy Notice which has been provided to you separately or is available on Our Website.

Where you apply for a job opening via the application function on a job site or similar online service provider (“Partner”), you should note that the relevant Partner may retain your personal data and may also collect data from Us in respect of the progress of your application. Any use by the Partner of your data will be in accordance with the Partner’s Privacy Notice

Workable also provides Us with the facility to link the data you provide to Us, with other publicly available information about you that you have published on the Internet – this may include sources such as LinkedIn and other social media profiles.

Workable’s technology allows Us to search various databases – some publicly available and others not, which may include your personal data (include your CV or Resumé), to find possible candidates to fill Our job openings. Where We find you in this way We will obtain your personal data from these sources.

Where you have applied for a job opening through the Indeed Apply functionality, and where you have consented to this disclosure, We will disclose to Indeed certain personal data that We hold, including but not limited to a unique identifier used by Indeed to identify you, and information about your progress through Our hiring process for the applicable job opening, as well as tangible, intangible, visual, electronic, present, or future information that We hold about you, such as your name, contact details and other information involving analysis of data relating to you as an applicant for employment (collectively “Disposition Data”). Indeed’s Privacy Notice in respect of Indeed’s use of the Disposition Data is available on Indeed’s website.

Where you have applied to a job opening through another service provider, We may disclose data similar to the Disposition Data defined above to such service provider. The



service provider shall be the data controller of this data and shall therefore be responsible for complying with all applicable law in respect of the use of that data following its transfer by Us.

ADARMA Ltd core functions e.g. HR and IT and the Security works collaboratively in relation to service delivery. Accordingly, where appropriate for the purposes set out above, we will share your personal data with other members of ADARMA Ltd including the following team/roles: HR, Line managers and senior managers , Finance , Service Delivery , Operations Managers and IT. The Personal data we have collected from you will be shared with Cifas, who will use it to prevent fraud, other unlawful or dishonest conduct, malpractice, and other seriously improper conduct. If any of these are detected, you could be refused certain services or employment. Your personal data will also be used to verify your identity. Further details of how your information will be used by us and Cifas, and your data protection rights, can be found by emailing [enquiries@adarma.com](mailto:enquiries@adarma.com).

We will only share your personal data with third parties if we have a lawful basis to do so and, where third parties process personal data on our behalf, we ensure we have a contract in place. If we are required to share your personal data with third countries outside the EEA, we ensure that we have appropriate safeguards in place, prior to doing so.

#### **Where We store your personal data**

We store personal data about you in Our own systems and it is stored the EEA. The data that We collect from you and process using Workable's Services may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"). It may also be processed by staff operating outside the EEA who work for Us or for one of Our suppliers. Such staff maybe engaged in, among other things, the fulfilment of your orders, the processing of your payment details and the provision of support services. By submitting your personal data, you agree to this transfer, storing or processing.

#### **How long We keep your personal data**

We will hold all the data for 24 months.

Your personal information will be deleted on one of the following occurrences:

- deletion of your personal information by you (or by another person engaged by the Customer); or
- receipt of a written request by you (or another person engaged by the Customer) to us.

#### **Security**

We take appropriate measures to ensure that all personal data is kept secure including security measures to prevent personal data from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal data to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where We are legally required to do so.

Unfortunately, the transmission of information via the internet is not completely secure. Although We will do Our best to protect your personal data, We cannot guarantee the security of your data transmitted through any online means, therefore any transmission remains at your own risk.



In particular, your data may be accessible to i) Workable's staff in the USA or ii) may be stored by Workable's hosting service provider on servers in the USA as well as in the EU. The USA does not have the same data protection laws as the United Kingdom and EEA. A Data Processor Agreement has been signed between Workable Software Limited and its overseas group companies, and between Workable Software Limited and each of its data processors. These data processor agreements are designed to help safeguard your privacy rights and give you remedies in the unlikely event of a misuse of your personal data.

If you would like further information please contact Us (see 'Contact' below). We will not otherwise transfer your personal data outside of the United Kingdom OR EEA or to any organisation (or subordinate bodies) governed by public international law or which is set up under any agreement between two or more countries.

### **Your legal rights**

You have a number of rights under data protection law in relation to your personal information and if you want to exercise any of these rights, please contact us at [enquiries@adarma.com](mailto:enquiries@adarma.com) and we'll be happy to help. These rights are as follows:

- **right to request access to your personal information** - you can request a copy of the personal information we hold on you;
- **right to request correction of your personal information** - if any personal information we hold on you is incorrect, you can request to have it corrected;
- **right to request erasure of your personal information** - you can ask us to delete your personal information in certain circumstances;
- **right to object to processing or restrict processing of your personal information** - you may object to our processing of your personal data in certain circumstances;
- **right to request the transfer of your personal information** - to provide you, or a third party you have chosen, with your personal information; and
- **right to withdraw consent** – where we process your data on the basis of consent, you can notify us that you want to withdraw consent any time.

If you have any data protection complaints, you may contact the Information Commissioner's Office (ICO) by post at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)  
Telephone: 0303 123 1113

We'd like to try and help with any concerns you may have before you contact the ICO, so please get in touch with [enquiries@adarma.com](mailto:enquiries@adarma.com) in the first instance.

