

Workable Online Application Privacy Notice

Loomis UK Limited, 1 Alder Court, Rennie Hogg Road, Nottingham, NG2 1RX, Registered number 3200432 (“We”, “Us”) are committed to protecting and respecting your privacy. This Privacy Notice (together with any other documents referred to herein) sets out the basis on which the personal data collected from you, or that you provide to us, will be processed by us **in connection with our recruitment processes with Workable Software Limited**. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

For the purpose of the General Data Protection Regulation (“GDPR”) the Data Controller is Loomis UK Limited.

Workable

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 an online job opening posted by Loomis UK, these Privacy Notice provisions will apply to our processing of your personal information in addition to our other Privacy Notice which has been provided to you separately or is available on our Website.

Your Personal Information

Information 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, date of birth, gender, nationality, personal ID information, qualifications, experience, information relating to your employment history, skills and experience that you provide to us.
- Details of Right to work, driving license, SIA license, personal referee information/contact details, name changes, past addresses, criminal convictions, previous Loomis experience
- Checks on your information provided to confirm it is factual
- Checks on your credit history and criminal record
- Uploaded Curriculum Vitae / Resumé
- If you attend interview you will be asked to bring further documents to verify our application such as passport, driving license, utility bills, bank statements etc. **This is all explained in our main Privacy Notice to which there is a link at the bottom of the application form before you submit.**
- If you contact us, we may keep a record of that correspondence.
- Details of all actions that you carry out through the use of the Services.
- 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.

Information we collect from other sources

Workable 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, which may include your personal data, 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.

Uses Made Of Your Information

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.

Purposes of processing

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 Workable improve their services.
- To confirm status to work in the UK
- As we are a security industry dealing with cash we review the status of criminality and credit history
- To begin to set up a potential contract of employment
- To gain you access to a secure location for interview
- For the safety and security of the applicant and Loomis staff

Automated decision making/profiling

We may use Workable's technology to select appropriate candidates for us to consider based on criteria we have identified. 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.

How We Store Your Personal Data

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.

Where we store your personal data

Where we store your personal data in our own systems, it is stored on our secure servers within the UK.

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 Workable or for one of their suppliers. Such staff maybe engaged in, among other things, the fulfilment of your orders, the processing of any payment details and the provision of support services. By submitting your personal data, you agree to this transfer, storing or processing.

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.

How long we keep your personal data

If successful in your job application we will hold all the data for the length of your contract and some data up to 7 years after termination of the contract as required to by law.

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.
- 4 weeks after any failed application

Your rights

Under the [General Data Protection Regulation](#) you have a number of important rights free of charge. In summary, those include rights to:

- access to your personal data and to certain other supplementary information that this Privacy Notice is already designed to address
- require Us to correct any mistakes in your information which We hold
- require the erasure of personal data concerning you in certain situations
- receive the personal data concerning you which you have provided to Us, in a structured, commonly used and machine-readable format and have the right to transmit those data to a third party in certain situations
- object at any time to processing of personal data concerning you for direct marketing
- object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affect you
- object in certain other situations to our continued processing of your personal data
- otherwise restrict our processing of your personal data in certain circumstances

For further information on each of those rights, including the circumstances in which they apply, see the [Guidance from the UK Information Commissioner's Office \(ICO\) on individuals rights under the General Data Protection Regulation](#).

If you would like to exercise any of those rights, please:

- contact us using our Contact details below
- let us have enough information to identify you,
- let us have proof of your identity and address, and

- let us know the information to which your request relates.

How to complain

We hope that we can resolve any query or concern you raise about our use of your information.

The [General Data Protection Regulation](#) also gives you right to lodge a complaint with a supervisory authority, in particular in the European Union (or European Economic Area) state where you work, normally live or where any alleged infringement of data protection laws occurred. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns/> or telephone: 0303 123 1113.

Contact

All questions, comments and requests regarding this Privacy Notice should be addressed to:

Loomis UK Privacy Compliance Department
Loomis UK Limited,
Union Street,
Ardwick,
Manchester,
M12 4JD
United Kingdom.

Email: privacy.compliance@uk.loomis.com

ICO Registration - Loomis UK Limited – Registration No: Z7179898