

JOB APPLICANT PRIVACY STATEMENT

Issue Date: May 2018

TNP takes your privacy very seriously. This Privacy Notice describes your rights as a job applicant and clarifies how TNP will use your data.

Unless advised otherwise, TNP will be the data controller and the company to which you provide your consent for the processing of your personal data.

TNP have a documented policy and procedures for the handling of personal information in line with the requirements of the General Data Protection Regulation (with effect from 25 May 2018). The following outlines TNP's policy in relation to job applications:

1. What information do TNP collect and process?

TNP collect and process personal data about applications when individuals apply for a role with TNP. The personal data includes:

- Name, home address, email address and phone number(s);
- Educational and employment history;
- Information contained within your CV and any other supporting information you provide to us;
- Information from the short-listing and selection process.

2. What is the source of this information?

All information is obtained directly from the applicant, via email application, or from 3rd parties such as recruitment agencies acting on behalf of the applicant.

3. How will TNP use collected information?

TNP process the personal data listed in paragraph 1 above for the following purposes:

- To make recruitment decisions;
- To enable TNP to comply with our legal and regulatory obligations with regard to recruitment.

4. With whom and where will TNP share collected information?

Data will be shared internally within TNP for the purposes of shortlisting and interview process. Data sharing is restricted to those directly involved in the recruitment process for the role applied for only.

5. How long will TNP keep my personal data

TNP will not keep your personal data for longer than necessary to fulfil the purpose. We will keep the personal data connected to your job application, including interview records, for no more than 6 months from the date of receipt. If your application is successful you will be provided with a copy of the Staff Privacy Notice which will supersede this statement.

6. Where is my data stored?

The personal data collected will be saved on TNP servers, located within our UK based Data Centres. Although not encouraged, Printed copies may be made for the purposes of shortlisting and interview. These copies will be shredded immediately after their intended use.

7. What are my rights in relation to my personal data?

Where you have consented to TNP using your personal data, you can withdraw that consent at any time.

If the information we hold about you is inaccurate or incomplete, you can notify us and ask us to correct it.

You also have the right, with some exceptions, to ask us to provide a copy of any personal data we hold about you.

Where you have provided your data to us and it is processed by automated means, you may be able to request that we provide it to you in a structured, machine readable format.

If you have a complaint about how we have handled your personal data, you may be able to ask us to restrict how we use your personal data while your complaint is resolved. In some circumstances you can ask us to erase your personal data by (a) by withdrawing your consent for us to use it; (b) if it is no longer necessary for us to use your personal data; (c) you object to the use of your personal data and we don't have a good reason to continue to use it; or (d) we haven't handled your personal data in accordance with our obligations.

8. Where can I find more information about TNP's handling of my data?

Should you have any queries regarding this Privacy Notice, about TNP's processing of your personal data or you wish to exercise your rights as described, you can contact TNP's Data Protection Team using this email address:

info@tnp.net.uk

If you are not happy with the response, you can contact the Information Commissioner's Office: <https://ico.org.uk/>