



SALUS Controls PLC – Candidate Recruitment Privacy Notice

Introduction and Scope

This Privacy Notice sets out how SALUS Controls PLC, its subsidiaries, affiliates, and agents (collectively, “SALUS”, “we”, “us” and “our”) will process your personal data and the privacy rights and choices available to you.

This Privacy Notice covers our candidates (referred to as “you” or “your”) when they submit personal data to us. For non-recruitment related processing please refer to other Privacy Notices available on our websites or documentation provided at the time.

Personal data or personal information refers to information in any form that can identify an individual. This includes any data, attributes or activities associated with an identified person or can be combined to identify a person. Any personal data you supply to us will be treated in accordance with applicable data protection law.

When you provide personal data about others, you must ensure you notify the relevant individual(s) before sharing their information and present this Privacy Notice, explaining that their personal data will be processed in accordance with this Privacy Notice, and obtaining their consent, where appropriate.

We do not recruit persons under 16 years of age. SALUS does not knowingly collect, use or disclose personal data from anyone under 16 years of age.

Data Controller and Data Protection Officer (DPO)

SALUS Controls PLC is a data controller of your information, located in the United Kingdom (UK) and registered in England & Wales (company number: 05057362; registered address as SALUS House, Dodworth Business Park South, Whinby Road, Dodworth, Barnsley, S75 3SP).

Other affiliate companies in the EU that form SALUS include:

- SALUS Controls GmbH a company registered in Germany
- SALUS Controls Romania S.R.L a company registered in Romania
- SALUS Nordic A/S a company registered in Denmark

SALUS has appointed a Global Data Protection Officer (“DPO”) for you to contact if you have any questions or concerns about our personal data policies or practices. The DPO can be contacted via email at: dataprotection@salus-tech.com, or by post at:

Data Protection Officer
SALUS EU
Units 8-10 Northfield Business Park
Forge Way
Parkgate
Rotherham
S60 1SD, United Kingdom

SALUS Controls Plc and affiliate companies above are subsidiaries of SALUS Controls Limited. SALUS Controls Limited is a holding company incorporated in the British Virgin Isles (BVI) and is wholly owned by the Computime Group Limited, which is a Hong Kong Company.

What We Collect and How We Use Your Personal Data

We collect and receive your information if you contact us directly, submit an interest or apply via a recruitment agent, online advertisement and/or job board for a job opportunity with our Company.

The below describes the personal data SALUS collects, how we will use such personal data, and the reasons or purposes we rely on to do so.

Type of Personal Data or Record	Details of Purpose and Use
<p>Personal data within a message, cover letter, Curriculum Vitae (CV) or resume including but not limited to the following:</p> <p>Name, Address, Date of Birth, Photo, Contact Phone Number, Email Address, Career History (incl. Previous Companies, Job Titles, Responsibilities and Achievements), Reference Names, School, College and Higher Education Institution, Examination Results, Qualifications, Diploma / Degrees, and Job Applied for.</p> <p>SALUS may also create and record personal data about you:</p> <ul style="list-style-type: none"> • Related to your application, including answers to interview questions and performance; completion of any logical, reasoning or behavior tests; and information received from references. • To produce an offer letter and employment contract containing: Name, Address, position / title, salary, and place of work. 	<p><i>Basis of Processing:</i> LEGITIMATE INTEREST</p> <p>To process a candidate application, manage our relationship with you, and related administrative purposes.</p> <p>We have a legitimate interest to use the data for:</p> <ul style="list-style-type: none"> • Recruitment activities including assessing and interviewing candidates, verifying candidates’ qualifications and employment or education history, and shortlisting candidates based on experience and qualifications; • Communicating with candidates to arrange an interview, explain a decision, and provide an offer of employment; and • Compliance with applicable employment and social security laws and regulations. <p>If you request or register for information we may also contact you with notifications and announcements about new jobs. Refer to “Your Communications Choices” below for details on how to update your choices.</p>
Retention of Personal data	
<p>SALUS will keep your personal data for as long as is necessary for the purposes we have described.</p> <p>For example, we will retain candidate personal data for up to 6 months from end of the recruitment process where no formal employment relationship is entered into. If an offer of employment is accepted then information will be held in line with our retention period for employees and these will be communicated during employment.</p> <p>When your personal data is no longer necessary, we will take reasonable steps to securely destroy your information or permanently de-identify it.</p>	
Information Sharing and Transfers	
<p>SALUS will only share personal data with others when we are legally permitted to do so.</p> <p>SALUS is part of a global group of companies with subsidiaries and affiliates across Asia, North America and Europe. Depending on the position, role and responsibilities a candidate applies there may be a legitimate reason to share candidate information with other companies within the group during the recruitment process for the purpose of assessment, interview or decision-making.</p> <p>We also use third party data processors who support our recruitment processes and technologies. Some third party data processors are based in a different country or are part of an international organisation. As a result, personal data will be transferred, stored and accessed outside the European Union (“EU”). The laws in some countries may not provide as much legal protection for your personal data as in the EU.</p> <p>Where we transfer personal data outside of the EU to a country not determined by the European Commission as providing an adequate level of protection for personal data, the transfers will be under an appropriate framework that protects the fundamental rights of anyone in the EU for transatlantic data transfers, such as the EU-US Privacy Shield or European Commission approved standard contractual clauses. If you would like</p>	

more information on our transfer mechanisms please contact us via the details in section **“Data Controller and Data Protection Officer”**.

Security

SALUS is committed to keeping personal data secure. We endeavour to apply suitable safeguards including technical, administrative and physical measures designed to protect the privacy and security of your personal data.

SALUS also minimizes the risk to your rights and freedoms by limiting access to personal data to only those who have a business need. We require our service providers to safeguard personal data and only use your personal data for the purposes we specify.

Unfortunately, the transmission of information via the Internet is not completely secure. Although we will do our best to protect your personal data once it is received, we cannot guarantee the security of your information transmitted over the Internet.

Your Rights

The GDPR and other countries’ privacy laws provide certain rights over your personal data. If you have any questions about how we process your personal data or wish to exercise any of your rights, please contact us via the details in section **“Data Controller and Data Protection Officer”**.

In certain instances, and subject to certain conditions, you have the right to:

- access, update, and/or erase your personal data
- restrict and/or object to the use of your personal data
- object to marketing (see below under “Your Communications Choices”)
- withdraw consent for our use of your personal data at any time .
- request erasure of your personal data, for example where the processing does not comply with applicable data protection laws;
- when technically feasible, request personal data to be provided or transmitted directly to another controller (right to portability); and
- request a copy of the personal data we hold about you.

Your Communications Choices

SALUS gives you control as to whether you receive notifications and announcements about new jobs that may be of interest to you. If wish to stop receiving such communications, you can request opt-out by contacting us via dataprotection@salus-tech.com, or by post using the address in section **“Data Controller and Data Protection Officer”**.

Note – Opting out of emails on new jobs will not end transmission of important service-related emails that are necessary for on-going recruitment and administration.

Complaints

If you wish to raise a complaint please contact our Data Protection Officer using the contact details in section **“Data Controller and Data Protection Officer”**.

If you do not feel we have been able to resolve your complaint satisfactorily you can lodge a complaint with the relevant data protection regulator, which for SALUS Controls Plc in the UK is the Information Commissioner’s Office (“ICO”). For further information please refer to the [ICO website](#).

Changes to This Notice

This Privacy Notice was last updated on: **07/08/2019**

We recognise that transparency is a continual responsibility, so we will keep this Privacy Notice under regular review and updated. Any changes to this notice will be posted on this page, so please check back frequently.

