

## Attachment 1 Recruitment

As part of normal business, we hold and process a wide range of information, some of which relates to individuals who are applying to work for us. This Attachment explains the type of information we process, why we are processing it and how that processing takes place.

We use the word "you" to refer to anyone within the scope of the Notice.

### **Origin of the Data**

When you apply to work for us the initial data about you that we process is likely to come from you. Where necessary, we will require references and information to carry out background checks.

Please note we may also receive data from third party recruiters, agents and similar organizations as a part of the recruitment process, or as a referral from one of our employees or clients.

### **Disclosures of personal data**

#### ***Internal use***

Your personal data will be seen internally by members of the Recruitment Manager, and respective managers where necessary for decision making regarding your application.

#### ***External use***

We will only disclose your personal data outside the company if disclosure is consistent with a ground for processing on which we rely and doing so is lawful and fair to you.

Where necessary, we will also disclose your personal data if you consent, or where we are required to do so by law and in connection with criminal or regulatory investigations.

In some jurisdictions, we also use a third party ATS (applicant tracking system) which stores your personal data for us once you have made an application in order to enable the relevant Recruiting Manager to consider your application.

### **Retention of data**

Our general approach is to only retain your personal data for as long as is required to satisfy the purpose for which it was collected by us or provided by you. If you become employed by us we will keep your personal data for the duration of your employment and for a period afterwards.

If you are unsuccessful in gaining employment with us, we will keep your personal data for a short period after informing you that you were unsuccessful and in any event, normally, for no longer than 1 month from your last contact with us.

### **Cross border transfers**

The global nature of our business means that your personal data may be disclosed to other MaxGrip entities that may be located outside of the European Economic Area ("EEA"), including our entities in the Middle East and the United States of America. We then ensure your data receives an adequate level of protection.

### **Data Subject Rights**

You have a variety of rights to exercise control over your personal data, including rights of access, erasure and objection. These rights are subject to certain exemptions which we may need to apply, and certain rights (such as erasure) only apply in limited circumstances. Further information on this and on other rights, see section 8 of the Data Protection Notice.

### **Automatic decision making**

We don't use automatic decision making within our recruitment processes.

### **Contact details**

In processing your personal data, we act as a data controller. Our contact details are set out below:

Joost Kragten (Recruitment Manager)

Email: [recruitmentteam@maxgrip.com](mailto:recruitmentteam@maxgrip.com)