



CBS Business Furniture Limited

Candidate Privacy Notice

CBS Business Furniture Limited ('the Company', 'we', 'us') is committed to protecting your privacy when you express an interest or make a formal application for employment with us.

Information we may collect as part of recruitment and selection

The Company collects and processes personal data relating to candidates as part of the recruitment and selection process. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations. If you apply for a position at the Company, information we collect may include:

- Your names;
- Your email address, postal address and contact telephone number(s);
- Name and contact details of your current employer;
- Names and contact information for previous employers;
- Information about your level of work experience, level of education and qualifications;
- Information related to your skills;
- Information related to your technical competency levels;
- Your existing and previous job responsibilities, job titles and content;
- The type of job you are looking for, previous and desired salary, benefits package and data regarding availability;
- Driving licence information (as appropriate);
- Affiliations to any professional bodies or institutes;
- Whether you are available for relocation if hired;
- Whether you are legally allowed to work in the United Kingdom without sponsorship;
- Where you saw the role and Company advertised;
- Your prior history, if any, of applying and/or interviewing for Company positions;
- Additional questions specific to the role you are applying for;
- Results of any profiles or tests that we may ask you to complete as part of our recruitment and selection process;
- LinkedIn profile or other professional media platform (not 'social' media);
- Any additional information that you provide in your CV or as part of your application.

You are under no statutory or contractual obligation to provide data to us during the recruitment and selection process. However, if you do not provide the information, we may not be able to process your application properly or at all.

How we will collect the information

We may collect this information in a variety of ways. For example, data might be contained in application forms or CV's, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests or psychometrics.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only at the point a job offer has been made to you and we will confirm that we are doing so.

How and why we will use your personal information

We use your personal information to determine your eligibility for specific career positions, for related positions, to notify you of future job openings and to communicate with you through the recruitment and selection process.



Your workspace, reimagined

We need to process additional data with your cooperation, prior to entering and in order to enter into, a contract of employment with you. In some cases, we need to process data to ensure that it is complying with our legal obligations.

We have a legitimate interest in processing personal data during the recruitment and selection process and for keeping records of the process. Processing data from candidates allows us to manage the recruitment and selection process, assess and confirm a candidate's suitability for employment as well as decide to whom to offer employment. We may also need to process data to respond to and defend against legal claims.

We may process information about whether or not applicants are disabled in order to make reasonable adjustments for candidates who have a disability. This is to carry out our obligations and exercise specific rights in relation to employment. Where we process other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes only.

We will not use your data for any purpose other than the recruitment and selection.

Sharing of your personal data and international transfers

Your information may be shared internally for the purposes of the recruitment and selection process. This includes members of the Company's management or other employees involved in the selection process if access to the data is necessary for the performance of their roles. We may also use professional HR and employment advisors for support and advice during the process and all third-parties will process personal data strictly according to our instruction and in a manner that ensures the security of your personal data.

We will never use or share the personal information provided to us other than as described above without providing you an opportunity to opt-in or otherwise prohibit such unrelated uses.

Additionally, we may also disclose personal data as part of a corporate transaction such as a merger or sale in our legitimate interests.

The Company will not transfer HR and employment related data to countries outside the EEA.

How to access and control your personal data

You can contact us to review, edit or delete the personal data we hold about you and if any of the personal information we hold about you is inaccurate or out of date, you may request we correct it. You have the right to object to us processing your personal information if we are not entitled to use it any more, to have your information deleted if we are keeping it too long or have its processing restricted in certain circumstances.

You have the right to access the personal information that we hold about you via a 'Subject Access Request'. If we agree that we are obliged to provide personal information to you we will provide it to you, free of charge unless the request is manifestly unfounded or excessive.

Before providing personal information to you, we may ask for proof of identity and sufficient information about your interactions with us that enable us to locate your personal information.

If you would like to exercise one of your rights as set out above, or you have a question or a complaint about this notice or the way your personal information is processed, please contact us by one of the following means:

By email: Linda@cbs-plc.co.uk

By post: Data Protection Compliance, CBS Business Furniture Ltd, Kings Ride Court, Kings Ride, Ascot, Berkshire, SL5 7JR.

You also have the right to lodge a complaint with the UK regulator at www.ico.org.uk

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Security

We take the security of your data extremely seriously. We use physical and IT access controls to protect the data we hold. Our internal technical controls and work practices ensure that data is restricted to use by our employees in the proper performance of their duties. We have a number of Security measures in place to protect your information such as limiting access to our buildings to those that we believe are entitled to be there for the proper performance of their duties. Access controls to our information technology, include limited access Protected Drives, Password and Document Protection.

Retention of your personal information

We will retain your personal information as needed to fulfill the purposes for which it was collected, as necessary to comply with our business requirements, legal obligations, resolve disputes, protect our assets, and enforce our agreements. If your application for employment is unsuccessful, our retention period is 12 months after the end of the relevant recruitment process. At the end of the retention period, we will delete your information.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

Updates to this privacy notice

We may update this privacy notice from time to time. If we modify our privacy notice, we will post the revised version here, with an updated revision date. You agree to visit these pages periodically to be aware of and review any such revisions. By continuing to use our website after such revisions are in effect, you accept and agree to the revisions and to abide by them.