



Job Applicant Privacy Notice

Navitas Engineering Limited (referred to as "Navitas" or "the company" throughout this notice) collects and processes personal data of job applicants as part of its recruitment process. Navitas is committed to being transparent about how it collects and uses this data, and to meeting its data protection obligations.

This notice sets out the basis on which Navitas collects, uses, and discloses the personal data of its job applicants, as well as your rights in respect of this data.

What information does the company collect and how?

During the recruitment process, Navitas collects the following information about you:

Your name, address, and contact information, including email address and phone number.

- Your qualifications, skills, experience, and employment history.
- Information from interviews and phone screenings.
- Information about your current level of remuneration, including benefit entitlements.
- Information about your entitlement to work in the UK.
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.

We may collect this information in a variety of ways, such as:

- From application forms or CVs.
- From your passport or other identity documents.
- Through interviews or other methods of assessment.
- From third parties, such as references supplied by former employers or other referees.

We will only seek information from third parties once a job offer has been made to you.

We will store your data in a range of different places, such as:

- Our HR management systems.
- Our email system.

Why does Navitas process personal data?

Navitas collects and processes your data for a number of purposes and where we have a legal basis to do so, as follows.

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

In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts.



Navitas may process information about whether or not applicants are disabled so we can make reasonable adjustments for candidates who have a disability. 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. Our processing of these types of data will be carried out to ensure you or us can meet our obligations or exercise our rights under law related to employment or (only where applicable) to enable us to establish, exercise or defend legal claims.

We will not use your data for any purpose other than the recruitment process of which you are a part.

Who has access to data?

We may share your information internally within the company for the purposes of the recruitment process. This includes members of the HR team, interviewers, and managers involved in the recruitment process.

We will not share your data with third parties unless your application for employment is successful and an offer of employment is made. In that case, we will share your data with former employers or other referees in order to obtain references.

In addition, we may need to share your personal information with a regulator or otherwise to comply with the law.

For how long does Navitas keep data?

If your application for employment is unsuccessful (including when you have speculatively applied to us in respect of a role which is not available), we will hold your data on file for up to 12 months. At the end of that period, your data is deleted or destroyed (unless we need to retain it for longer to exercise or defend any legal claims).

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 employee data is held will be provided to you in a separate privacy notice.

Your rights

As a data subject, you have a number of rights under data protection law. You can:

- access and obtain a copy of your data on request;
- require Navitas to change incorrect or incomplete data;
- require Navitas to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where Navitas is relying on its legitimate interests as the legal ground for processing; or
- ask us to transfer your data to another organisation.

If you would like to exercise any of these rights or if you have any questions about this notice or our processing of your data more generally, please contact recruitment@navitasengineering.com



If you believe that the company has not complied with your data protection rights, you can complain to the Information Commissioner's Office (<https://ico.org.uk/>).

What if you do not provide personal data?

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