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Opsview EU Candidate Privacy Notice

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SUMMARY

Opsview is committed to ensuring that your personal data is protected and never misused.

This privacy notice explains how Opsview will use your personal data relating to the talent acquisition and recruitment process. It applies to you if you are applying for a role in the EU or if you are interested in joining a talent network. Additional information relating to the processing of your personal data by Opsview is contained in our Privacy Policy.

WHAT PERSONAL DATA DO WE COLLECT DIRECTLY FROM YOU?

When you apply for a role at Opsview you will provide personal data which may include additional contact details (for example postal address and telephone number) as well as information relating to your education, experience and career history. We may ask you for additional personal data to assist us with our recruitment process and in the event you are offered a job.

You may also be asked to provide Opsview with personal data of other people. For example, we may ask you to provide the contact information of your previous employer so that Opsview can validate your previous experience. In those circumstances, you will need to ask those people for permission to share their personal data with us, and for Opsview to use it in accordance with this privacy notice. Your previous employer might ask you for your confirmation that they can share information with Opsview.

As part of the online recruitment process, we do not ask for any special categories of personal data (for example information relating to ethnicity or health/medical information) and we do not expect that applications submitted via email or hard copy will include such information.

If you send us your resume or CV by email or by post, or ask an existing Opsview employee to pass it to the People team, the personal data it contains will be processed in accordance with this notice.

WHAT INFORMATION DO WE COLLECT FROM OTHER SOURCES?

Personal data that we obtain about you from other sources might include:

- Information we receive from your referee in support of your application;
- Background check information from employment screening agencies or publicly available registers (as allowed by law);
- Publicly available professional profiles on websites or social media (e.g. LinkedIn);

- Online employment sites and social media sites may have their own privacy policies explaining how they use and share your personal data. You should carefully review those privacy policies before you use these sites to make sure that you understand how your personal data is being collected and shared.

WHAT DO WE DO WITH YOUR PERSONAL DATA?

- To give you the information you have requested about vacancies;
- To communicate with you, including in relation to your application(s) or roles you might be interested in, and respond to your queries and requests;
- To facilitate and assess any application you make to Opsview;
- To allow us to improve user experience with our websites;
- To fulfil legal rights and obligations, including reporting obligations, relevant to your application and Opsview's recruitment activities;
- To assist in any disputes, claims or investigations relating to the application process

WHAT LEGAL BASIS DO WE HAVE FOR COLLECTING AND USING YOUR PERSONAL DATA?

Opsview must have a lawful basis to process personal data. In most cases the lawful basis will be one of the following:

- To meet our legitimate interests, for example to give you access to information you have asked for about jobs at Opsview, to assess an application, manage our recruitment process effectively and to protect Opsview against risk. When we process Employee Data to meet our legitimate interests, we put in place robust safeguards to ensure that your privacy is protected and to balance Opsview's needs with your interests or fundamental rights and freedoms.
- To comply with our legal obligations, for example obtaining proof of your right to work status.

WHERE WE STORE YOUR PERSONAL DATA

The personal data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area (EEA), for the purposes described above, including to countries such as the United States of America, which may not provide an adequate level of protection in relation to processing your data. We will take all steps reasonably necessary to

ensure that your personal data is treated securely and in accordance with this Privacy and Cookies Policy and the Data Protection Legislation. To the limited extent that it is necessary to transfer your personal data outside of the EEA, we will ensure appropriate safeguards are in place to protect the privacy and integrity of such personal data, including European Union Model Clauses under Article 46.2.

HOW LONG WILL OPSVIEW KEEP MY PERSONAL DATA?

We only keep your personal data, including personal data which relates to an application (whether successful or not) for as long as we need to, to be able to use it for the reasons given in this privacy notice and for as long as we are required to keep it by law.

We will delete your personal information when it is no longer required for these purposes. If there is any information that we are unable, for technical reasons, to delete entirely from our systems, we will put in place appropriate measures to prevent any further processing or use of the data.

We may keep personal data which you provide generally, or in relation to no particular application, for a limited period so that we can keep you informed of other roles which might interest you. Your Opsview Careers account will be deleted after two years if no applications have been submitted.

WHO ELSE WILL HAVE ACCESS TO MY PERSONAL DATA?

We may share your personal data among the Opsview group of companies and with certain approved third parties suppliers in accordance with the Privacy Policy.

The third parties who provide services on our behalf fall into the following categories:

- Companies and third parties that help us with applicant testing, reference checking if your application is successful, audit services, administrative services, IT technologies (e.g. data storage), security services and insurance claims;
- Companies and third parties that help us to provide services and responses to you and administer our talent networks;
- Companies and third parties that assist us with listing our jobs;
- Law enforcement agencies, courts, regulators, government authorities or other third parties. We may share your personal information with these parties where we believe this is necessary to

comply with a legal or regulatory obligation, or otherwise to protect our rights or the rights of any third party.

HOW IS MY PERSONAL DATA PROTECTED?

Opsview has safeguards in place in accordance with applicable law to ensure that your personal data will, at all times and in all locations, be adequately protected to the standards required by applicable EEA data protection laws.

Additional details can be found in the Privacy Policy.

WHAT ARE MY RIGHTS?

You can decide not to provide certain information, or ask that certain information you have previously shared is deleted. If you do so, you may not be able to take full advantage of a career at Opsview and progress an application.

If you no longer want to be contacted by Opsview about other job opportunities or if any of the information that you have provided to Opsview changes (for example if you change your e-mail address, name or postal address) you can update or amend your information at any time by sending an email to us at careers@opsview.com.

If you do not believe that Opsview is addressing your complaints regarding the processing of your personal data in an appropriate manner, you can lodge a complaint with the data protection authority in your country or the country where the data is being processed.

CONTACT US

If you have any questions, comments or concerns, or would like to make a complaint about how we use the personal information we hold about you, please email our Privacy Team at: privacy@opsview.com.