

INGENICO (UK) CANDIDATE PRIVACY NOTICE

What is the purpose of this document?

As you have applied for work with Ingenico (UK) Limited (whether as an employee, worker or contractor), and in doing so you have provided Ingenico with your personal information, Ingenico will handle your information in accordance with this Privacy Notice. For the purposes of this recruitment process Ingenico (UK) Limited ("Ingenico") is a "data controller" in accordance with the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). This means that Ingenico is responsible for deciding how we hold and use personal information about you and this Privacy Notice has been designed to outline our legal obligations, how and why your personal data will be used for the purposes of Ingenico's recruitment process, and how long it will usually be retained for.

Data protection principles

Ingenico will handle your data in compliance with our obligations under GDPR, which means that your data will be kept securely and:

- Used lawfully, fairly and in a transparent way;
- Collected only for valid, clearly-explained purposes and not used in any way that is incompatible with those purposes;
- Relevant to, and limited only to, those purposes;
- Accurate and kept up to date (whilst in our possession);
- Kept only as long as necessary for the purposes Ingenico have told you about.

The kind of information Ingenico holds about you

In connection with your application for the advertised role, Ingenico will collect, store, and use the following categories of your personal information:

- The information you have provided to us in your CV and/or covering letter, including (amongst other things) your name, title, address, telephone number and personal email address etc.
- Any information you provide to us during an interview.

Ingenico may also collect, store and use the following "special categories" of more sensitive personal information:

- Information about criminal convictions and offences following our standard background checks.

How is your personal information collected?

Ingenico collect personal information about candidates from the following sources:

- You, the candidate.

- Our recruitment agency partners (a list of which can be provided upon request), from which Ingenico collect the following categories of data: name, address and CV/work history.
- NorthgateArinso UK Limited, a background check provider from which Ingenico collect the following categories of personal data: (1) credit checks to ascertain any financial defaults and creditors; (2) current and historical address history for a 5-year period to date; (3) date of birth any other known aliases; and (4) Disclosure Scotland checks to ascertain any unspent criminal convictions.
- Your named referees, from whom Ingenico collect the following categories of personal data: confirmation of dates of employment and job title

How Ingenico will use information about you

Ingenico will use the personal information we collect about you to:

- Assess your skills, qualifications, and suitability for the role.
- Communicate with you about the recruitment process.
- Keep records related to our hiring processes.
- Comply with legal or regulatory requirements

Should you be successful in your application Ingenico will also process your personal information to decide whether to enter into a contract of employment with you.

Having received your CV and covering letter, Ingenico will then process that information to decide whether you meet the requirements to be shortlisted for the role. If you do, Ingenico will decide whether your application is strong enough to invite you for an interview. If Ingenico decide to call you for an interview, Ingenico will use the information you provide to us at the interview to decide whether to offer you the role. If Ingenico decide to offer you the role and you subsequently accept, Ingenico will then contact your references and carry out the credit check detailed above before confirming your appointment.

If you fail to provide personal information

If you fail to provide information when requested which is necessary for us to consider your application (such as evidence of qualifications or work history), Ingenico will not be able to process your application successfully. For example, if you fail to provide us with relevant details in order to perform our background or reference checks Ingenico will not be able to take your application further.

How Ingenico use sensitive personal information

Ingenico will use your particularly sensitive personal information in the following ways:

- Ingenico will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment or interview processes.

Information about criminal convictions

Ingenico will process information about criminal convictions as part of our background checks on candidates.

Ingenico will collect information about your criminal convictions history if we would like to offer you the role (conditional on checks and any other conditions, such as references, being satisfactory). Ingenico is entitled to carry out a criminal records check in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for the role. In particular:

- Employment at Ingenico requires a high degree of trust and integrity as it involves dealing with payment and transaction technology and data – any breach of Ingenico’s operational safeguards due to criminal or fraudulent activity could result in significant financial and reputational damage. For that reason Ingenico must seek a basic disclosure of your criminal records history.

Ingenico have in place appropriate safeguards as required by law for processing such data.

Automated decision-making

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

Data sharing

Why might you share my personal information with third parties?

Ingenico will only share your personal information with the following third parties for the purposes of processing your application: background and credit check agencies, recruitment software providers and other Ingenico Group entities (where applicable). Ingenico ensures that all such third-party service providers and other Ingenico Group entities are under obligation to take appropriate security measures to protect your personal information. Ingenico do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

Data security

Ingenico have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We also limit access to your personal information to those employees, agents, contractors and other third parties on a strictly need-to-know basis. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

Ingenico also have procedures for dealing with suspected data security breaches and making the relevant notifications where legally required to do so.

Data retention

How long will you use my information for?

After Ingenico have communicated to you our decision about whether to appoint you to the role applied for, your information will be subject to either of the following:

- (a) If you are successful, it will be retained on file as part of our hire process for the period of your employment;

OR

- (b) If you are unsuccessful Ingenico will retain your personal information for a period of six (6) months so that we can show, in the event of a legal claim, that Ingenico have not discriminated against candidates on prohibited grounds and have conducted the recruitment exercise in a fair and transparent way. During this time Ingenico may also process your personal information if, based on your interview performance, Ingenico believe you may be suitable for other opportunities within the organisation that subsequently arise. Within this six-month retention period you may still request that Ingenico delete your information in accordance with your rights under GDPR.

At the end of this period, we will securely delete or destroy your personal information in accordance with Group Personal Data Retention Principles and applicable laws and regulations.

Rights of access, correction, erasure, and restriction

Your rights in connection with personal information

In addition to those rights outlined above, under certain circumstances by law you have the right to:

- **Request access** to your personal information via a data subject access request following which you will receive a copy of the personal information Ingenico hold about you.
- **Request correction** by Ingenico of any incomplete or inaccurate personal information that we hold about you.
- **Request erasure** of your personal information by asking Ingenico to delete or remove personal information where there is no valid reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where Ingenico is relying on a legitimate interest and your particular situation makes you want to object to processing on this ground.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that Ingenico transfer a copy of your personal information to another party, please contact our Human Resources Director in writing at the following address: HR Department, Ingenico Northern Europe, 17 Ridge Way, Donibristle Industrial Park, Dalgety Bay, KY11 9JU.

Right to withdraw consent

When you applied for the prospective role, you provided consent for us to process your personal information for our recruitment purposes. You have the right to withdraw that consent at any time by providing written notice to our Human Resources Director at the address above. Once Ingenico have received notification that you have withdrawn your consent, Ingenico will no longer process your application and, subject to our retention principles, will dispose of your personal data securely.

Data protection officer

Ingenico have appointed a data protection officer (DPO) to oversee data compliance, including compliance with this privacy notice. If you have any questions about this privacy notice or how Ingenico handle your personal information please contact the Ingenico UK Data Protection Team at UKdataprotection@ingenico.com. Should Ingenico fail to deal with your query you have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.