



Job Applicant Privacy Promise

At Verse, we believe that being open and honest about how we use your personal data is really important, so we have created our Job Applicant Privacy Promise, a quick and simple summary explaining how we manage, share and look after your personal data when you apply for a job with us. If you have any questions about how we manage your personal data, then please contact our HR department.

What information do we collect?

We collect a range of information about you. This includes:

- Your name, address and contact details, including email address and telephone number
- Details of your qualifications, skills, experience and employment history
- Where relevant, information about relevant criminal convictions
- Information about your right to work in the UK
- Information about your health and well-being where you choose to provide it to us for access or reasonable adjustment reasons
- Information about your ethnicity if you choose to tell us

We will collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, LinkedIn profile, obtained from your passport or other identity documents, certificates of attainment, or collected through interviews or other forms of assessment.

We will also collect personal data about you from third parties, such as references supplied by former employers or, if the role for which you have been chosen requires criminal or safeguarding checks, through the Disclosure and Barring Service. We will generally only seek information from third parties once a job offer to you has been made and we will inform you that we are doing so. Occasionally, we may also contact a referee or education provider to verify the information you have provided to us.

Data will be stored in several different places. including on your application record, in HR files, in line manager interview records and on other IT systems (including email).

Why does Verse process personal data?

We need to process your data to assess how suitable you are for the role you applied for. We will also need to process your data to enter into a contract with you if you are successful and are offered a job.

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

Verse Group Limited

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VERSE

Verse 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 effectively for all our candidates, to assess and confirm someone's suitability for the job and to make decisions about the candidate to whom we want to offer a job. We may also need to process data from job applicants in the event of legal claims, whether this relates to the recruitment process itself or to an individual's employment.

Who has access to data?

Your personal information including CVs, resumes, application forms and reference information may be shared internally as part of the recruitment exercise. This includes members of the HR and recruitment teams, interviewers involved in the recruitment process, line managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

We will not share your data with any other third parties unless your application for employment is successful and we make you an offer of employment. We will then share your data with your former employers, education and qualification providers and background check providers to obtain references for you.

We may also share your information with Immigration and Visas UK to confirm your right to work in the UK. Sometimes we may share your information with the National Counter Terrorism Security Office as part of our work on protecting our locations and the people who use them from security threats.

Upon employment Verse will share your data with our external payroll company to process your pay and with other companies such as those that supply us with employment benefits.

How does Verse protect your data?

We take the security of your data very seriously. We have internal policies and controls in place to ensure that your data is stored safely, not misplaced, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper course of doing their jobs.

For how long does Verse keep data?

If your application is not successful, Verse will hold your personal data on file for up to 2 (two) years in case any applicant wants to challenge our selections or recruitment approach. At the end of that period, or if you contact us to tell us you don't want us to hold your data any longer, your data is deleted or destroyed. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your HR file (electronic and paper-based) and will be held securely during your employment. The periods for which your data will be held will be provided to you in a second privacy notice specifically for our employees.

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What if you don't provide personal data?

You don't have to provide personal data to Verse during the recruitment process. However, if you do not provide the information requested as part of the process, we may not be able to assess your application properly or at all.

Your rights

Everybody has rights relating to their own personal data. You have the following rights about your personal data:

- Asking for a copy of the information we hold
- Asking to correct any information we hold which may be wrong
- Objecting to or requesting the erasure of your personal data
- Requesting we port your data to another organisation
- Not to be subject to automated decision making

Although you can ask for all of these things, we will not be able to uphold these rights in every situation. Should you want to enforce any of your rights above please contact hello@verse.co.uk. You can also complain about the use of your information to the Information Commissioner, if you would like to do this, we would like you to let us know first so we can try to rectify the problem first.

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