



General Data Protection Regulations

Statement on fair recruitment processing for job applicants

Under the definitions of the relevant legislation relating to data protection in force in the UK from time to time (referred to generally as “the Act”) Silva Homes is a “data controller”. This means that Silva Homes is responsible for deciding how we hold and use personal information about you before, during and after the working relationship between us.

As a business, Silva Homes is committed to protecting the privacy and security of that information.

When we will collect and process information about you as part of a recruitment and selection process

We may collect and process the following information about you:

- Information you provide when you submit a job application to us. This can include submitting data about yourself through our on-line careers website portal, your CV, and any other supporting documents
- Information you provide as part of any assessment process. This may include proficiency assessments, which you are asked to complete as part of any recruitment selection process
- Notes, and assessments we make during interviews
- If you contact us by telephone, e-mail or letter, and this information is retained, this information will also form a record
- If you visit the Silva Homes website, further information may be collected. Please refer to the privacy notice which is available on the website.

This may include certain special categories of more personal information, e.g. race, gender, biometric information, information concerning criminal convictions and records etc.

We will treat all such data as personal data for the purposes of the Act.

Where we store any personal information

The data we collect is stored on information technology systems owned and operated by Silva Homes. All information you provide to us will be stored in secure cloud arrangements, which are located in Europe. We will use all necessary procedures and

security measures to try to prevent unauthorised access. loss, disclosure or amendment. Your personal data will be subject to the management and destruction under our retention and disposal policy for HR records, which is based on recommended best practice, and subject to periodic review.

How your personal data will be processed

We use information about you in the following ways: -

- To provide you with information you request
- To process an application for employment with Silva Homes
- To carry out our obligations and responsibilities arising from regulations and legislation
- To contact you in relation to your employment
- To give effect to any contractual obligations between us
- Where it is necessary for our legitimate interests (providing that does not interfere with or override your fundamental rights or those of others).

If you are unsuccessful in your application, your personal data relating to that application will be retained for one year after the closure of the recruiting process. If we wish to retain your details beyond that period for subsequent recruitment purposes, we will seek your consent to do so.

We will retain some anonymised data about you for monitoring our diversity and equal opportunity obligations, but no individuals are identifiable from that data.

We may give your personal data to third parties where: -

- It is necessary for them to provide you with services on our behalf related to your job application
- We are under a duty to disclose or share your personal data to comply with any legal obligation, or to enforce agreements or to protect our rights, our property, or the safety of our customers or others. This includes exchanging information with other companies and organisations for the purposes of fraud prevention.

We will not send you marketing material and will not sell or pass your personal data to a third party for the purposes of direct marketing.

Your rights:

1. You have the right to see information we hold about you.

This includes a description of the data being processed, the purposes of processing, and recipients to who the data is disclosed. To exercise this right, you must make a Subject Access Request in writing to:

The Data Protection Officer, Silva Homes, Western Peninsula, Western Road, Bracknell, Berkshire, RG12 1RF.

It is our policy to seek to respond to requests within 30 days of the request being received by the Data Protection Officer, However, should the request be particularly complex, our response may take be longer, but will not exceed a period of 3 months. If we believe that it will take us more than 30 days to provide you with the information you have requested, we will advise you.

We will provide the information free of charge.

2. You have the right for to correct your personal data at any time.

Please contact the HR Department at HR.General@silvahomes.co.uk or alternatively, in writing at Silva Homes, Western Peninsula, Western Road, Bracknell, Berkshire, RG12 1RF.

3. You have the right to prevent any unwarranted processing of your data which is likely to cause damage or distress

If you feel that this situation has arisen or may arise, please contact us at HR.General@silvahomes.co.uk. Please note that this will not include processing where it is necessary to fulfil a contract or where a legal obligation for us to process the information exists.

Transfer of personal data outside of the European Economic Area. We will not transfer your personal data out of the European Economic Area.