

**FAIR PROCESSING NOTICE FOR JOB APPLICANTS
ON THE HANDLING OF PERSONAL DATA**

1. Introduction

- 1.1 Data protection legislation regulates the way in which certain data about you (received as part of applying for employment with Sembcorp Utilities (UK) Limited (**Sembcorp**)) is held and used.
- 1.2 The following statement describes the type of data that Sembcorp keeps about job applicants and the purpose for which it is kept and your rights under the GDPR related to data processed about you, should you apply to work for Sembcorp. This applies whether your application is received directly by Sembcorp or via an agency.

2. Processing job applications

- 2.1 From the point at which we receive your application for employment with Sembcorp, Sembcorp will need to maintain and process data about you for the purposes of reaching and communicating a recruitment decision and producing an offer of employment, if appropriate. Such data is normally retained for six months following completion of our recruitment processes in the event of an offer of employment not being made.
- 2.2 Processing at the recruitment stage includes the collection, storage, retrieval, alteration, disclosure or destruction of data. The kind of data that Sembcorp will process includes: interview details; your work history; your qualifications and experience relevant to the role; your ethnic origin (for monitoring purposes only); disabilities (for monitoring and adjustments only); date of birth (for post-employment health checks and adjustments advice only); contact details; criminal records (only where relevant to role and where legally permitted); references provided by previous employers and personal or educational referees; your National Insurance number; rights to work information and documents to confirm identity and address.
- 2.3 Sembcorp believes that such use of personal data is consistent with the recruiter, candidate and, in the event of an offer being made, employer relationship and with our requirements under data protection legislation.

3. Applicant and employee data

- 3.1 The data Sembcorp holds may be held and processed to meet Sembcorp's legal responsibilities and also for the purposes of management and administration of an offer of employment, ascertaining suitability for employment, to comply with equal opportunity, immigration and money laundering legislation and, from time to time, the need to disclose data it holds about you to relevant third parties (or example where legally obliged to do so by HM Revenue and Customs, UK Border or other public authority, or where requested to do so by you for the purpose of giving a reference).
- 3.2 Sembcorp may also share this data with selected third parties, under agreements which strictly govern the use the third party may make of the data, to facilitate the above uses including our nominated occupational health advice provider.
- 3.3 In some cases Sembcorp may also hold sensitive data, as defined by the legislation, about you. This could be information about health, criminal convictions and financial debts and directorships.

4 Subject Access Requests

- 4.1 All data subjects have the right to access personal data held about them, if and as provided for by the General Data Protection Regulations (**GDPR**).
- 4.2 If you wish to view the information held about you, you must make a written request to our Data Protection Officer. You may, within a period of thirty days of your written request, inspect and/or have a copy (subject to the requirements of the legislation) of information held about you and, if necessary, require corrections should such records be faulty.

- 4.3 Your rights under the GDPR also include the following: the right to rectification; right to erasure (sometimes known as the right to be forgotten); right to restrict processing; right to data portability; right to object; rights in relation to automated decision making and profiling.
- 4.4 If you have any questions about how we treat your personal data and protect your privacy, or would like to make a subject access request, please write to our Data Protection Officer using the following contact details:-

Sembcorp Utilities (UK) Limited

Sembcorp UK Headquarters

Wilton International

Middlesbrough

TS90 8WS

For the attention of: Data Protection Officer

E: DPOUK@sembcorp.com

T: +44 (0)1642 212000

- 4.5 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 (www.ico.org.uk).