

---

## Privacy Notice - Recruitment

**Last Updated: [May 2018]**

**Version 1**

---

### 1. Data Controller

Luxfer MEL Technologies, a division of Magnesium Elektron Limited and part of the Luxfer group, is committed to protecting the privacy and security of your personal information.

This privacy notice describes how we collect and use personal information about you during the Recruitment process in accordance with the General Data Protection Regulation (GDPR). It applies to all candidates.

Luxfer MEL Technologies is a "data controller". This means we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

Personal data will be received by HR and Hiring/Line Managers. A third party company will receive some of your personal data in order to administer a psychometric test.

The source of personal data will be yourself and your previous employer (reference).

---

### 2. Types of data collected and legal basis for processing

The types of data collected will include your CV or Application Form which will have your name, contact details, employment history, education history and qualifications. If you are selected to attend an interview, the types of data collected will include interview notes, proof of qualifications as outlined on your CV, and at times we may request you take a psychometric and/or ability test. The tests will be used in conjunction with your other assessment scores and are not an automated decision making tool. We may carry out a DBS check, depending on the role you are applying for. If you are successful in securing a role, the types of data collected will include right to work documents and reference details.

The legal basis for processing each type of data will be legal obligation (right to work documents), contractual basis in making a decision about your recruitment/appointment before we enter into a contract (all other types of data mentioned above).

If you choose not to provide the required data for the purposes of recruitment, possible consequences will be that we will not be able to progress your application.

Your personal information may be transferred to a country outside of the EU if the hiring manager is based in that country. There will be safeguards in place i.e. Inter-group Agreements.

---

### 3. Retention Period

The retention period for unsuccessful candidates will be as follows:

For unsuccessful candidates - six months from the date of confirmation that the application has been unsuccessful unless agreed otherwise for example, if you are one of the strong candidates we may ask for your consent to retain your documents and contact you should another position become available.

The retention period for successful candidates will be as follows:

CV, Application Form, Interview Notes, Qualifications – six months from the end of your probation period or longer if there is a legitimate reason for doing so.

Right to Work documents – two years after the termination of employment.

DBS checks (where required) – deleted after recruitment process unless assessed as relevant to the ongoing employment relationship. Once the conviction is spent, this should be deleted unless it is an excluded profession.

---

#### 4. Data subject rights

Here is a list of the rights all individuals have under data protection laws. They do not apply in all circumstances. If you wish to exercise any of them we will explain at that time if they are engaged or not.

- The right to be informed about your processing of your personal information.
- The right to have your personal information corrected if it is inaccurate and to have incomplete personal information completed.
- The right to object to processing of your personal information.
- The right to restrict processing of your personal information.
- The right to have your personal information erased (the “right to be forgotten”).
- The right to request access to your personal information and to obtain information about how we process it.
- The right to move, copy or transfer your personal information (“data portability”).
- Rights in relation to automated decision making which has a legal effect or otherwise significantly affects you.

You have the right to complain to the Information Commissioner’s Office which enforces data protection laws: <https://ico.org.uk/>.

Please note that we may update this notice at any time.