

## Quarto UK GDPR Privacy Notice for all Job Applicants

### Introduction

As part of any recruitment process, Quarto Publishing plc collects and processes personal data relating to job applicants. Quarto is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the UK General Data Protection Regulation (UK GDPR).

The purpose of this privacy notice is to make all job applicants aware of how and why we collect and use your personal information, both during and after a job application process.

### What information does Quarto collect?

We collect a range of information about you. This may include:

- your name, home address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information;
- information processed as part of the interview process (e.g. notes, scoring, exercises)

We collect this information in a variety of ways. For example, data might be contained in CVs, passport or other identity documents, or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers. Quarto will seek information from third parties only once a provisional job offer to you has been made and we will inform you that we are doing so.

Data will be stored in a range of different places, including HR management systems and on other IT systems (including email).

### Why does Quarto process personal data?

Quarto needs to process data to take steps at your request prior to entering into a contract with you. We also need to process your data to enter into a contract with you.

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



Quarto 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 and assess and confirm a candidate's suitability for employment. We may also need to process data from job applicants to respond to and defend against legal claims.

Quarto relies on legitimate interests as a reason for processing data and has considered whether those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

Quarto may process health information if we need to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out our obligations and exercise specific rights in relation to employment. Where we process other special categories of data, such as diversity information, this is for equal opportunities monitoring purposes.

We will not use your data for any purpose other than the recruitment exercise for which you have applied.

#### **Who has access to data?**

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR Team, IT Team, interviewers involved in the recruitment process and/or managers in the department with a vacancy.

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment.

We will not transfer your data outside the European Economic Area.

#### **How does Quarto protect data?**

Quarto takes the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

#### **For how long does Quarto keep data?**

If your application for employment is unsuccessful, we will hold your data on file for six months after the end of the relevant recruitment process. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.

## Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
- ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact [dataprotectionmanager@quarto.com](mailto:dataprotectionmanager@quarto.com).

If you believe Quarto has not complied with your data protection rights, you can complain to the Information Commissioner's Office (ICO).

## What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to us during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.