

APPLICANT PRIVACY NOTICE

Data Controller: Usborne Publishing Limited, 83-85 Saffron Hill, London EC1N 8RT ('Usborne', 'the Company', 'we', 'us').

As part of any recruitment process, the Company collects and processes personal data relating to job applicants. Usborne is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the Company collect?

Usborne collects 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;
- information about your current level of remuneration, including benefit entitlements;
- 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
- technical information from your visits to our website such as pages accessed and device information including IP addresses.

We may collect this information in a variety of ways. For example, data might be obtained through our recruitment portal Applied, contained in letters of application, CVs, obtained from your 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 and information from employment background check providers. We will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Why does the Company process personal data and what is our legal basis for doing so?

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

In some cases, the Company needs to process your personal data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

We have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing personal data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process personal data from job applicants to respond to and defend against legal claims.

We may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out our obligations and exercise specific rights in relation to employment.

For some roles, we are obliged to seek information about criminal convictions and offences. Where we seek this information, we do so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment.

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

Who has access to your personal data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and hiring team, interviewers involved in the recruitment process, managers in the business area for which you may be considered and IT staff if access to the data is necessary for the performance of their roles.

We will not share your personal data with third parties, unless your application for employment is successful and the Company makes you an offer of employment. The Company will then share your personal data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and where necessary Disclosure and Barring Service to obtain necessary criminal records checks.

Usborne will not transfer your personal data outside of the European Economic Area.

How does the Company protect your personal data?

Usborne takes the security of your personal data seriously. Your personal data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email). The Company has implemented technical and organisational measures to protect all the personal data we process.

We have internal policies and controls in place to ensure that your personal 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 the Company keep your personal data?

If your application for employment is unsuccessful, the Company will hold your personal data on file for 6 months after the end of the relevant recruitment process. At the end of that period, your personal data is deleted or destroyed.

If you apply through the Applied Recruitment Portal, your personal data will be held on their systems and will continue to be available to us where you consent for it to be accessible. Their privacy policy is accessible here: <https://www.beapplied.com/privacy#section-1>

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. The periods for which your personal data will be held will be provided to you in a new privacy notice.

Your rights

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

- access and obtain a copy of your personal data on request;
- require the organisation to change incorrect or incomplete personal data;
- require the organisation to delete or stop processing your personal data, for example where the personal data is no longer necessary for the purposes of processing, and
- object to the processing of your personal data where the organisation is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact Katie White, HR Director, at Usborne Publishing Limited, 83-85 Saffron Hill, London, EC1N 8RT, or by emailing hr@usborne.co.uk

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner's Office (<https://ico.org.uk/make-a-complaint/>)

What if you do not provide personal data?

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

Automated decision-making

Recruitment processes are not based solely on automated decision-making.

Information about the use of Cookies on our website

Our websites use cookies to identify you and distinguish you from other visitors enhancing your user experience. A cookie is a small file of letters and numbers that we put on your computer if you agree. The cookies we use are "Necessary/Functional", "Third party" and "Analytical" cookies. These cookies allow us to distinguish you from other users of our website, which helps us to provide you with a good experience when you browse our website and also allows us to improve our site. Enabling cookies can provide a tailored browsing experience and will allow sections of our websites to operate. In most instances, the cookie does not retain personal data about you.

You can amend or withdraw your consent for any of the cookies we use in your browser settings at any time but please note this action can affect the performance and functionality of our websites and your browsing experience. Click on Cookies Setting in our website footer to amend your cookie preferences.

DPO

We have chosen GRCI law to be our DPO and to provide Data Protection advisory services. They can be contacted at:

GRCI Law Ltd
Unit 3, Clive Court,
Bartholomew's Walk,
Cambridgeshire Business Park,
Ely,
Cambridgeshire, CB7 4EA, UK

However, if you wish to speak to someone internally you can contact the Data Protection Team at dataprotection@usborne.co.uk or by post at:

The Data Protection Team
Usborne Publishing Limited,
83-85 Saffron Hill,

London,
EC1N 8RT

For further information regarding the processing of personal data within the UK you can contact the UK Data Protection Authority, the Information Commissioners Office at:

Information Commissioners Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

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Changes to the privacy notice

This Applicant Privacy Notice may be updated from time to time. We encourage you to review this Notice frequently to stay informed.