



NOTICE STATEMENT

As part of the recruitment process Film-Ocean ("Film-Ocean") collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

Film-Ocean, 4 Balmacassie Drive, Ellon, Aberdeen AB41 8BX is a "data controller" for the purposes of data protection legislation. The information which we require to provide to you under data protection legislation is contained in this Privacy Notice.

THE KIND OF INFORMATION WE COLLECT ABOUT YOU

Film-Ocean collects a range of information about you including:

- Personal contact details such as name, title, address, contact details (including email address and telephone number(s))
- Details of your qualifications, skills, experience and employment history
- Information about your current level of remuneration, including any benefits entitlements
- Information about your entitlement to work in the UK
- Whether or not you have a disability for which the Company needs to make reasonable adjustments during the recruitment process

THE WAY WE WILL COLLECT YOUR PERSONAL INFORMATION

Your information is collected in different ways, for example, data might be contained in CV's, passport or other identity documents, or collected through the interviews which are held and any other forms of assessment such as interview scoring notes.

Film-Ocean will also collect personal data about you from third parties, such as references supplied by former employers. Film-Ocean will seek information from third parties only once a job offer has been made to you and we will confirm that we are taking up employer references.

WHERE WE WILL KEEP YOUR PERSONAL INFORMATION

The data that we collect will be stored in a range of different places, including on your application record, in HR files, spreadsheets and on other IT systems (including email)

PROCESSING YOUR PERSONAL INFORMATION

Film-Ocean needs to process data to take steps at your request prior to entering into a contract with you.

Sometimes we need to process data to ensure that we are complying with legal obligations, for example, we are required to check an applicant's eligibility to work in the UK prior to any employment starting.

We have a legitimate interest in processing personal data during the recruitment process and keeping records of that process. By processing data from job applicants, we can manage recruitment processes, assess and confirm your suitability for employment and make decisions on job offers. There are times when we may need to process data from job applicants in the response to, and defence of, any legal claims which may be brought.

In the event that your application is unsuccessful, we believe that, in addition to it being in our interests, it is in your interests for us to retain your personal information for a period of six months after the decision not to appoint you to a role has been communicated to you, for the purposes of any suitable future employment opportunities. If you object to us retaining your personal information you can object by writing to the HR Manager.

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



We may also request explicit consent to process some “special category” data, such as information about ethnic origin, sexual orientation, health, religion or belief, this information is for equal opportunities monitoring only and you can freely decide whether to provide it. If you choose not to provide this information you will suffer no detriment as a consequence.

Our recruitment processes do not utilise automated decision-making.

WHO HAS ACCESS TO YOUR DATA

Your information will be shared for the purpose of the recruitment exercise, this includes sharing with members of the HR and our recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and business systems staff if access to any of the data is necessary for the performance of their roles.

We will not share your data with third parties until your application for employment is successful and you receive an offer of employment. We may then share your data with former employers to obtain references for you.

DATA SECURITY

Film-Ocean takes the security of your data very seriously and has 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 its employees and third-party providers in the legitimate performance of their duties in relation to the recruitment process.

If you are unsuccessful in a specific recruitment process, we will retain your personal information for a period of twelve (12) months to allow you to be considered for future employment opportunities. At the end of this period, we will delete and destroy your data if we have not successfully obtained further consent from you for a further period of retention. Your data will be deleted and destroyed at any time, where consent is required and you exercise your right to withdraw your consent to us retaining your data.

If you are successful in your application for employment, personal data gathered during the recruitment process will be transferred to your personal file and retained in accordance with Company policies and you will be provided an Employee/Worker Privacy Notice at that time.

YOUR RIGHTS

As a data subject, you have several rights, you can:

- Request access to your personal data
- Request that we change incorrect or incomplete personal data
- Object to the processing of your personal data
- Ask us to erase personal data
- Ask us to restrict the processing of your personal data; and
- Request the transfer of your personal data.

If you would like to exercise any of these rights, please contact the HR Manager. You can also contact this person to request a Subject Access Request Form (SAR), if you wish to make a SAR.

If you believe that the organisation has not complied with your data protection rights, you should raise your complaint to the HR Manager. You also have the right to make a complaint to the Information Commissioner’s Office (ICO), which is the UK supervisory authority for data protection issues. You can find their contact details on their website www.ico.org.uk.