



PRIVACY NOTICE FOR JOB APPLICANTS

1. About this policy

1.1 Purpose and Scope

NCTech Limited (hereafter 'NCTech'/'We'/'Us'/'Our') is a street-level geospatial data company. We use our industry leading technology to capture footage of locations around the globe to create a virtual view of the world.

The purpose of this notice is to explain how we process personal data collected during your job application, how we keep it safe, and to explain the legal rights you have in relation to your personal data. Whether you are applying for a permanent role, a temporary role, a part-time role, as an employee or as a contractor, we have an obligation to treat the personal information you share with us during the recruitment process in compliance with privacy laws including The General Data Protection Regulation ('GDPR').

2. Our Commitment

We process personal data in accordance with the overarching principles and requirements set out in the UK General Data Protection Regulation and the Data Protection Act 2018 ('Data Protection Law'). What this means is that we process personal data in a way that is:

- Lawful, fair and transparent;
- Compatible with the purposes that we have told you about;
- Adequate and necessary, we only use the data we need to use for the reason we told you;
- Accurate and up to date;
- Not excessive, we only keep your data for as long as we need; and
- Secure and protected.



3. Processing Personal Data

We process your personal information because we need to make an informed hiring decision. We believe in creating a team made up of motivated, dedicated people with the right qualifications, skills, experience and attitude. It is in our legitimate interest to know more about you to ensure we hire the right individuals for our team. That is what the GDPR calls our “legal basis” for processing your personal information.

First, you tell us about yourself during the application process by:

- sharing your curriculum vitae (or CV);
- completing our application form;
- sending us a letter, or email; and/or
- attending an interview (in person or remotely).

Second, we may obtain information about you from other sources, as follows:

RECRUITERS	REFEREES	PUBLICLY AVAILABLE INFORMATION
<p>On some occasions, we might use recruiting firms to fill a position.</p> <p>Recruiters usually provide the following information about you: name, CV, location, qualifications, salary expectations & notice period (if applicable).</p> <p>They will also have their own privacy statement in which they follow.</p>	<p>We ask you to provide the name & email address of two people who we can contact to obtain an employment reference (referees).</p> <p>We will ask your referees to confirm: (i) company name; (ii) their working relationship to you; (iii) your dates of employment; (iv) your reason for leaving; and (v) whether they have any comments or concerns regarding your suitability for the role.</p> <p>References are only contacted if you are successful through the</p>	<p>We may take a look at the personal information you make publicly available, e.g. on Facebook, LinkedIn, or any other publicly available information.</p>



	interview process and we have made you an offer of employment.	
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When you apply to us for a role, in order for us to decide whether you are suitable for the role and to be able to communicate with you about the role, we need to know:

- your name;
- how to contact you;
- your UK right to work status (UK Citizen, EU National, Tier 2 Sponsorship etc);
- your qualifications, employment history and any other special skills (CV);
- your current remuneration package & salary expectations for a new role with NCTech;
- your notice period (if applicable); AND
- Any other interviews/offers you may be in the process of negotiating with other companies.

If you haven't already provided us with this information, or we have not been given it through your recruitment agency (as applicable), we will ask you for it.

Our recruitment process is the same for anyone who applies for a position at NCTech. If you do not want to provide us with the necessary information in order for us to make an informed hiring decision, we may not be able to progress your application any further.

In the course of the recruitment process, you may choose to provide us with what is called special category information. This is information covers protected classes such as medical history, race or ethnicity, religious beliefs, sexual orientation and/or political opinions.



4. Using Personal Data

We only use your personal information to decide whether you are the right candidate for the role, to communicate with you during the recruitment process, to check the accuracy of the information you shared with us, to comply with our legal obligations and to keep a record of your application. Should you be successful, we will retain such information for the entire duration of the contract of employment. In case of an unsuccessful application, we will retain the information you have shared with us for up to one year following your application. We will only use your information for the purpose we have stated, unless we reasonably consider that we need to use it for another reason compatible with the original purpose. If we need it for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Sharing your information

We do not share your personal information with third parties to conduct background checks or credit scores and we do not share your information for marketing purposes.

Using any special category information

We may use the special category information you provide us with to support you during the recruitment process as necessary, or, where we are required to process certain information about you for public health purposes. We will only process this information where it is lawful for us to do so.

We do not currently retain a record of special category information for equal opportunity monitoring during the recruitment process. NCTech is proud of our diverse and fully inclusive culture and we do not tolerate any kind of bias, judgment or harassment. We want our recruitment process to be accessible to everyone so if you require any reasonable adjustments please note them on your application and we will do our best to accommodate your request. We will only use that information during the recruitment process and, if your application is successful, whilst working with us.



5. Storing Personal Data

If at the end of the recruitment process, we do not offer you a role, we will keep your personal information for up to one year following your application. We keep your personal information for this period of time to be able to demonstrate, if asked, that we followed a fair and transparent recruitment process. We also keep your personal information for this period of time in case we want to contact you again for future vacancies.

At the end of this retention period, we will securely destroy your personal information in accordance with our data retention policy or applicable laws and regulations.

6. Securing Personal Data

We have a legal obligation to process your personal information securely, using appropriate technical and organisational measures. We take the following measures:

1. we regularly conduct risk analysis of all our processes and systems;
2. we have robust organisational policies (including a breach reporting procedure and security incident response plan);
3. we comply with and regularly update our IT and Information Security Policy;
4. all our staff receive data protection training; and
5. we limit the number of people within our organisation who have access to the personal information you share with us.

7. Your rights

You have a number of rights under data protection law in relation to your personal information and if you want to exercise any of these rights, please contact us at privacy@nctechimaging.com and we will be happy to help. These rights are as follows:

- right to request access to your personal information - you can request a copy of the personal information we hold on you;
- right to request correction of your personal information - if any personal information we hold on you is incorrect, you can request to have it corrected;



- right to request erasure of your personal information - you can ask us to delete your personal information in certain circumstances;
- right to object to processing or restrict processing of your personal information - you may object to our processing of your personal data in certain circumstances;
- right to request the transfer of your personal information - to provide you, or a third party you have chosen, with your personal information; and
- right to withdraw consent – where we process your data on the basis of consent, you can notify us that you want to withdraw consent any time.

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO) in relation to how we process your personal information. For more information on your rights, please go to the [ICO's website](#).