

Vix Technology Candidate Privacy Notice

As part of any recruitment process, Vix collects and processes Personal Data relating to job applicants. Vix is committed to being transparent about how it collects, processes and uses that data and is fully committed to meeting its data protection obligations in accordance with Data Protection laws.

What information does Vix collect?

Vix 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 Vix needs to make reasonable adjustments during the recruitment process,
- Information about your entitlement to work in the relevant country of employment including any applicable visas.
- Any other relevant information as part of the recruitment process.

Vix may collect this information in a variety of ways. For example, data might be contained in application forms, CVs and/or collected through interviews or other forms of assessment.

Vix may also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records and immigration checks. Vix will seek information from third parties only once a job offer to you has been made.

Data will be stored in Vix's HR management system, payroll and our IT systems.

Why does Vix process personal data?

Vix needs to process data to take steps prior to entering into a contract with you.

In some cases, Vix needs to process 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 relevant country before employment starts.

Vix 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 Vix to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom they offer a job. Vix may also need to process data from job applicants to respond to and defend against legal claims.

Vix may process information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment. Further Vix is obliged to seek information about criminal convictions and offences.

If your application is unsuccessful, Vix may keep your personal data on file for a limited period in case there are future employment opportunities for which you may be suited. Vix will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

Who has access to your Personal Data?

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

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

As Vix is a global organisation your data is likely to be transferred to other countries (England, Australia, USA, Malaysia, Belgium and France) as necessary to provide required information such as CV's to hiring managers who are based in other countries but only within the Vix organisation. Vix ensures that any Personal Data that may be transferred to countries overseas have adequate safeguards in place.

How does Vix protect your Personal Data?

Vix takes the security of your data very seriously. Vix has robust 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 Vix keep your Personal Data?

If your application for employment is unsuccessful, and provided you give consent to Vix holding your Personal Data on file, Vix will retain such information for a period of six (6) months. At the end of that period or if you withdraw consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your electronic personnel file and HR Information System and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice. Vix has procedures in place to identify Personal Data that is no longer required by law and to destroy or de-identify that Personal Data.

Your rights

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

- Access and obtain a copy of your data on request;
- Request Vix to change incorrect or incomplete Personal Data;
- Request Vix to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and

If you would like to exercise any of these rights, please contact recruit@vixtechnology.com. If you believe that Vix has not complied with your data protection rights, please inform us at DPO@vixtechnology.com. We will endeavour to respond to you within fourteen (14) days. If you are not satisfied with our response you can lodge a complaint to the appropriate Data Protection Authority.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to Vix during the recruitment process. However, if you do not provide the information, Vix will not be able to process your application.