

Privacy Notice for Job Applicants

Purpose of this Privacy Notice

Thank you for expressing an interest in a job vacancy at voestalpine Metsec plc (“Metsec”), either in response to an advertised job vacancy or submission of your CV speculatively. This privacy notice describes how we collect and use personal information about you on recruitment, during any employment with us and after your working relationship with us ends, in accordance with the Data Protection Act (DPA) 2018. Metsec is the “data controller” for the information you provide during the recruitment process unless otherwise stated.

All of the information you provide during the recruitment process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements if necessary. We will not retain it for longer than is necessary. “Data processors” are third-parties who provide elements of our recruitment service for us. We have contracts in place with our “data processors”. This means that they cannot do anything with your personal information unless we have instructed them to do so. They will not share your personal information with any organisation apart from us. They will hold it securely and retain it for the period we instruct. We will not share any of your information with any third-parties for marketing purposes, but we may store or transfer any of your information outside the European Economic Area (EEA). If we do, you can expect a similar degree of protection in respect of your information. Where data is transferred outside of the EEA, it is done on the basis of appropriate safeguards, model clauses or a declaration of adequacy. The information you provide will be held securely by us and/or our “data processors” whether the information is in electronic or physical format.

What information we ask for and why

We collect personal information about applicants through the application and recruitment process, either directly from applicants, recruitment agencies or background check providers. We may collect additional information from third-parties including former employers, or credit reference agencies.

Application stage and shortlisting for interview

When we advertise a job vacancy, you will be asked to submit a CV and/or complete an Application Form. We will ask you for your personal details including name and contact details. We will also ask you about your previous experience, education, referees and for answers to questions relevant to the role you have applied for. Our HR Department will have access to all of this information. This information will also be shared with the Recruiting Manager to determine whether you are potentially suitable for the role, and for interview. You do not have to provide what we ask for, but it might affect your application if you do not.

Assessments

We will ask you to participate in interviews. We may also ask you to complete a psychometric test. Information will be generated by you and by us (e.g. you might complete a written test or we might take interview notes). This information is held by Metsec. The psychometric test will be carried out online, by an external Company. We will share your name and email address with them, in order for them to create your account. They will share the results with the HR Department at Metsec, and this will be passed onto the relevant Recruiting Manager.

If you are unsuccessful following an assessment for the role you have applied for, we will keep your information on file for a maximum of 12 months in case any other suitable job vacancies become available so that we may contact you. However, if you wish for your information to be deleted immediately, please contact the HR Department by emailing Metsec.HR@voestalpine.com

Conditional offer

If we make a conditional offer of employment we will ask you for information so that we can carry out pre-employment checks. You must successfully complete pre-employment checks to progress to a final offer.

We are required to confirm the identity of our employees, their right to work in the United Kingdom (UK) and seek assurance as to their trustworthiness, integrity and reliability.

You will therefore be required to provide:

- » Proof of your identity, including your right to work in the UK – you will be asked to provide to the HR Department original documents, which we may take copies of
- » Proof of your qualifications – you will be asked to provide to the HR Department original documents, which we may take copies of
- » You will be asked to complete a criminal records declaration to declare any unspent convictions and offences
- » We may directly contact your referees, using the details you provide in your application, to obtain references.

If we make a final offer, we will also ask you for the following:

- » Bank details – to process salary payments
- » Emergency contact details – so we know who to contact in case you have an emergency at work.

Post start date

We will ask you to provide details of any disabilities so that we can make reasonable adjustments to help you carry out your job effectively. We will automatically enrol you into the Company pension scheme if you are eligible, which is a legal requirement. You will have the option of opting out of the scheme at any time.

How we will use information about you and how long we will use your information for

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

- » Where we need to perform any contract that we may have entered into with you
- » Where we need to comply with legal obligations
- » Where it is necessary for our legitimate interests (or those of a third-party) and your interests and fundamental rights do not override those interests.

On rare occasions, we may also use your personal information in the following situations:

- » Where we need to protect your interests (or someone else's interests)
- » Where it is needed in the public interest.

We will use the information you (or any agency) provide for the purposes of making a decision about your recruitment or appointment, for determining the terms on which you may work for us and for checking that you are legally entitled to work in the UK.

If you are successful, the information you provide during the application process will be retained by us as part of your employee file for the duration of your employment. Following the end of your employment, in most cases, your personnel records will be held for that current year plus a maximum of 6 years. This includes your criminal records declaration, fitness to work, records of any security checks and references.

Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- » Request access to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it
- » Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected
- » Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below)
- » Object to processing of your personal information where we are relying on a legitimate interest (or those of a third-party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes

voestalpine Metsec plc

- » Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you (e.g. if you want us to establish its accuracy or the reason for processing it)
- » Request the transfer of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal information, or request that we transfer a copy of your personal information to another party, please contact the Information Security Team by emailing Metsec.dataprotection@voestalpine.com, or writing to this address:

voestalpine Metsec plc – Information Security Team
Broadwell Road
Oldbury
West Midlands
B69 4HF

No fee usually required

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

Data protection contacts

The Information Security Team has been appointed to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the Information Security Team via the details above.

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. You can contact them by visiting www.ico.org.uk/concerns or calling their help line on 0303 123 1113.

Changes to this privacy notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.