



Vega Technology (Europe) Limited
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Privacy Notice – Recruitment

This privacy notice tells you about the information we collect from you as an applicant for a role at Vega Europe. In collecting this information, we are acting as a data controller and, by law, we are required to provide you with information about us, about why and how we use your data, and about the rights you have over your data.

We are not required to have a data protection officer, so any enquires about our use of your personal data should be addressed to dataprotection@vega-global.eu

Vega us committed to ensuring that your privacy is protected. We will only use your personal information for recruitment purposes. We promise not to send you spam or share your details with anyone outside of the business.

Who are we?

We are Vega Technology (Europe) Ltd (referred to as Vega). Our address is Units 1-3 The Bell Centre, Newton Road, Crawley, West Sussex, RH10 9FZ. You can contact us by post at the above address, by email at dataprotection@vega-global.eu or by telephone on +44 (0)800 319 6094.

What personal data do we collect?

All personal data collected for the purpose of recruitment is done under the legitimate reason of expanding the business. The information collected includes:

- Name
- Address
- Curriculum Vitae (CV) detailing your employment history and educational history
- Any qualifications
- Contact details including telephone number and email address

Why do we collect this information?

We collect this personal information in order to recruit new employees who are the best fit for the job role and the company. Receiving a CV allows Vega to find the best suited candidate for the role.

What do we do with your data?

Your data is processed by the HR department who will shortlist candidates for roles. These shortlisted candidates will have their CV passed onto the hiring manager to assess suitability for interview.

Sharing your data with others

We will not share your data with any third parties.

Transfer of personal data to other countries

We will not transfer your data outside of the UK.

How long do we keep your information for?

Candidates not shortlisted, and candidates unsuccessful in interview will have their CV and name stored on our database for one year.

Your rights over your information

You have the following rights with regards to your data:

- **Access** to all of your data. There is no charge for us providing you with this information and this will usually be provided to you within 30 days of your request (unless the request is unfounded or excessive).
- **Rectification** of your data. Please inform us of any data which you would like rectified and we will usually respond within a month of the request. We will pass on the changes to any third parties who need to change their records and let you know this has been done.
- **Erasure** of your data. You may exercise your right to have your personal data erased in a number of circumstances (e.g. if the data is no longer necessary in relation to the purpose for which it was created). Where possible we will comply with such requests. However, a majority of this data forms part of Vega's permanent records and are needed for your employment. Therefore cannot reasonably be deleted.
- **Restrict processing** of your data. You can tell us that we can keep your data but must stop processing it, including preventing future communications. Where possible we will comply with such requests. However, a majority of this data forms part of Vega's permanent records and are needed for your employment. Therefore cannot reasonably be restricted.
- **Data portability** of your data. Your data will be stored in our database and we have the legitimate interests of keeping the data for one year should we have a suitable role for you in the future.
- **Objecting** to processing of your personal data. You have the right to object to your personal data being processed or stored on our database.

We reserve the right to judge what information we must continue to hold to be able to fulfil our contract with you.

Your right to complain

If you have a complain about our use of your information, you can contact the Information Commission's Office at www.ico.org.uk/concerns or write to them at:

Information Commissioner's Office
 Wycliffe House
 Water Lane
 Wilmslow
 Cheshire
 SK9 5AF