

## Privacy Notice for Job Applicants

Playermade Limited

Effective Date: September 2025

### 1. General Information

- Playermade Limited is committed to protecting the privacy and security of your personal information.
- Under data protection law, we are a “data controller,” meaning we determine how we store and use personal information.
- As a data controller, we are legally required to provide individuals with certain information regarding their personal data. This notice contains that information.
- It is important that you read this document (along with any other privacy notices we may provide) to understand how and why we use your personal information and the rights you have regarding it.
- This privacy notice applies to all job applicants.

### 2. Compliance with Data Protection Law

We comply with data protection law, which states that your personal information must be:

1. Used lawfully, fairly, and transparently.
2. Collected only for legitimate purposes explained to you, and not used in a manner incompatible with those purposes.
3. Relevant and limited to the purposes stated.
4. Accurate and kept up to date.
5. Retained only as long as necessary for the purposes stated.
6. Kept securely.

### 3. What Personal Information Do We Hold About You?

- During the recruitment process, we collect personal information from you, including but not limited to:
  - Your name, address, and contact details
  - Your gender
  - Your education and qualifications
  - Your skills and experience
  - Your National Insurance Number
  - Your right to work in the UK and immigration status
  - Information from referees and previous employers
  - Driving license details
  - Information related to criminal record checks (DBS)
- This information may be obtained directly from you or through an employment agency. Additional data may be procured from third parties, including referees and educational institutions.

### 4. Use of Personal Information and Legal Bases

- We use your personal information for recruitment and selection purposes. Our legal bases for processing your information include:
  - Compliance with legal obligations (e.g., verifying right to work).
  - Our legitimate interests in progressing your application, conducting interviews, and ensuring a fair recruitment process.

### 5. Special Category Personal Information

- We may also collect special category data, which includes:
  - Racial or ethnic origin
  - Political opinions
  - Religious or philosophical beliefs
  - Trade union membership
  - Health information, including disabilities
  - Sexual orientation
  - Criminal convictions information
- We process this data to monitor equality and diversity, comply with employment law, and assess fitness for work.

#### 6. Sharing Your Information

- Your personal data will be shared internally with relevant departments, such as HR and hiring managers, as necessary for processing your application.
- We may share your information with external organisations, such as referees, educational institutions, or government bodies, when legally required.

#### 7. International Transfers

- We do not transfer your personal data outside the European Economic Area (EEA).

#### 8. Data Retention

- We retain your information only as long as necessary for the purposes for which it was collected. Typically, information from unsuccessful applications will be retained for six months.

#### 9. Your Rights

You have several rights under data protection legislation, including:

- Access to your personal information.
- Correction of inaccurate information.
- Erasure of your personal data.
- Restriction of processing.
- Data portability.
- Objecting to processing based on legitimate interests.

#### 10. Withdrawal of Consent

- If your data is processed based on consent, you can withdraw your consent at any time by emailing [info@playermade.co.uk](mailto:info@playermade.co.uk).

#### 11. Accuracy

- If your personal details change during the recruitment process, please notify HR at [info@playermade.co.uk](mailto:info@playermade.co.uk).

#### 12. Updates to this Privacy Notice

- We review this notice regularly and may update it to reflect changes in our practices or legal requirements.

#### 13. About Us

- Our full name is Playermade Limited, and we are the data controller of the information you provide.

#### 14. Complaints and Further Information

- If you have concerns about how we handle your information, you can contact the Information Commissioner's Office (ICO) or raise your concerns with us directly.

#### 15. Contact Us

- For any questions regarding this privacy notice or our handling of your personal information, please contact our Safeguarding Officer at [info@playermade.co.uk](mailto:info@playermade.co.uk).