



Recruitment Privacy Notice

Regulis Consulting Ltd (“us” or “we”), understand that your privacy is important to you. Regulis may process your personal data in their capacity as data controllers. We are committed to respecting your privacy and protecting your personal data, which is any information that is capable of identifying you as an individual person. This Recruitment Privacy Notice (“Privacy Notice”) describes how we handle and protect your personal data in connection with Regulis’ recruiting processes and programmes.

This Privacy Notice only applies to the personal data of job applicants, potential candidates for employment and our optional recruiting programmes and events. It does not apply to our employees, contractors or clients, or other personal data that Regulis collects for other purposes.

As used in this Privacy Notice, “personal data” means information that identifies job applicants and potential candidates for employment with us, either submitted as part of a direct application via our website and/or through alternative channels (e.g., via professional recruiting firms or job boards).

We will process your personal data in accordance with this Privacy Notice, unless such processing conflicts with the requirements of applicable law, in which case, applicable law will prevail.

By submitting your personal data to us, you acknowledge that:

- You have read and understood this Privacy Notice and agree to the use of your personal data as set out herein.
- You are not required to provide any requested information to us, but failing to do so may result in not being able to continue your candidacy for the job for which you have applied.
- All of your representations are true and correct to the best of your knowledge and belief, and you have not knowingly omitted any related information of an adverse nature. Providing any inaccurate information may make you ineligible for employment.
- This Privacy Notice does not form part of any contract of employment offered to candidates hired by Regulis.

Personal data we collect

We usually collect personal data directly from you when you apply for a role with us, such as your name, address, contact information, work and educational history, achievements, and test results. We also may collect personal data about you from third parties, such as professional recruiting firms, your references, prior employers, Regulis employees with whom you have interviewed and employment background check providers, to the extent this is permitted by applicable law.

Sensitive personal data is a subset of personal data and includes ethnicity, health, trade union membership, philosophical beliefs, sexual orientation, as well as other categories as prescribed by law. We do not seek to obtain and will not collect such data about a candidate.



Use of your personal data

We collect and use your personal data for legitimate human resources and business management reasons including:

- identifying and evaluating candidates for potential employment, as well as for future roles that may become available;
- record keeping in relation to recruiting and hiring;
- ensuring compliance with legal requirements, including diversity and inclusion requirements and practices;
- protecting our legal rights to the extent authorised or permitted by law; or
- emergency situations where the health or safety of one or more individuals may be endangered.

We may also analyse your personal data or aggregated/pseudonymised data to improve our recruitment and hiring process and augment our ability to attract successful candidates.

We process your personal data for the purposes described above: when we have your consent to do so; when necessary to enter into an employment contract with you; when necessary for us to comply with a legal obligation; or when necessary for the purposes of our legitimate interests as an employer operating globally.

We may desire to retain your personal data to consider you for future employment opportunities. In such an event, we will seek your consent, either prior to or after you formally apply for a job opportunity, to be part of one of our recruiting programmes that provides you ways to further learn about Regulis. This is entirely optional.

If you join a recruiting program, but subsequently wish to withdraw, please contact us at hr@regulis.com.

Data recipients and international data transfers

Your personal data may be accessed by recruiters and interviewers working in the country where the position for which you are applying is based. Individuals performing administrative functions and IT personnel within Regulis may also have a limited access to your personal data to perform their jobs.

We maintain processes designed to ensure that any processing of personal data by third party service providers is consistent with this Privacy Notice and protects the confidentiality, availability, and integrity of your personal data.



Data retention

If you accept an offer of employment by us, any relevant personal data collected during your pre-employment period will become part of your personnel records and will be retained in accordance with specific UK requirements. If we do not employ you, we may nevertheless continue to retain and use your personal data for a period of time for system administration purposes, to consider you for potential future roles, and to perform research. Thereafter, we retain a minimum amount of your personal data to record your recruiting activity with us.

If you elect to join a recruiting programme, we may retain your personal data to consider you for future employment opportunities and for a period of time specific to that program, unless you decide to opt-out prior to such time.

Security

We have implemented generally accepted standards of technical and operational security to protect personal data from loss, misuse, alteration, or destruction. Only authorised personnel of Regulis and of our third party service providers are provided access to personal data, and these employees and third party service providers are required to treat this information as confidential. Despite these precautions, we cannot guarantee that unauthorised persons will not obtain access to your personal data.

Your rights

We take reasonable steps that are designed to keep your personal data accurate, complete, and up-to-date for the purposes for which it is collected and used. We also have implemented measures that are designed to ensure that our processing of your personal data complies with this Privacy Notice and applicable law.

You have the right to request access to the personal data that we have collected about you for the purposes of reviewing, modifying, or requesting deletion of the data. You have the right to request a copy of the personal data we have collected about you and to have any inaccuracies about you corrected. You may also request that we cease processing your personal data (e.g., if you choose to withdraw from our recruiting programme), although note that we may need to retain certain personal data where required or permitted to under applicable law.

If you would like to make a request to access, review, or correct the personal data we have collected about you, or to discuss how we process your personal data, please contact us at hr@regulis.com

To help protect your privacy and security, we will take reasonable steps to verify your identity before granting you access to your personal data. We will make reasonable attempts to promptly investigate, comply with, or otherwise respond to your requests as may be required by applicable law. Depending upon the circumstances and the request, we may not be permitted to provide access to personal data or otherwise fully comply with your request; for example, where producing your information may reveal the identity of someone else. We reserve the right to charge an appropriate fee for complying with your request where allowed by applicable law, and/or to deny your requests where, at the Company's discretion, they may be unfounded, excessive, or otherwise unacceptable under applicable law.



In addition, where granted by applicable law, you may have the right to lodge a complaint with a competent data protection authority.

We do not make recruiting or hiring decisions based solely on automated decision-making.

Cookies and other tracking technologies

We may use first party and third party cookies, web beacons, pixels, clear gifs, and other similar technologies (collectively “Cookies and Other Tracking Technologies”) to identify you and your interests, to remember your preferences, and to track your use of our websites. We also use Cookies and Other Tracking Technologies to control access to certain content on our websites, to protect the websites, and to process any requests that you make of us.

CONTACT

If you have any questions about this Privacy Notice, our Privacy Policy or our Cookie Policy, please contact us at:

Regulis Consulting Ltd
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Market Place
Tring
HP23 5AE
enquiries@regulis.com

Regulis reserves the right to modify this Privacy Notice. We will post any changes to our Privacy Notice on this page. Please check this page regularly to keep up-to-date.