



SYNECTICS
SOLUTIONS

Privacy Notice – Recruitment

Introduction

We are Synectics Solutions Ltd., a fraud prevention agency and leader in the provision of complex, data-driven software solutions.

Our compliance team and data protection officer can be contacted at compliance@synectics-solutions.com or in writing to PO Box 3700, STOKE-ON-TRENT, ST6 9ET.

What we process and share

The personal data which we will process about you as a candidate for employment has been collected from you, or has been received from third parties such as employment agencies. It may include your:

- name
- date of birth
- residential address and address history
- contact details such as email address and telephone numbers
- financial information
- employment history details
- photograph
- academic information
- right to work
- health screening results

When we process your personal data, we do so on the basis that we have a legitimate interest in the recruitment of suitable employees, to verify identity, to protect the business and to comply with laws that apply to us. Such processing may also form part of the contractual relationship between us.

If you are successful in your application, and take up employment with us, we will retain your details. If you are unsuccessful we will retain your details for 12 months for potential future opportunities.

Consequences of processing

All candidates who take up employment with Synectics Solutions will have their details checked against fraud prevention databases.

Should our investigations identify fraud or the commission of any other criminal offences by a candidate when applying for, or during the course of your employment with us, we will record the details of this on the relevant fraud prevention databases. Such information may be used by law enforcement agencies and by us and other organisations to prevent fraud.

As part of our pre-employment checks, Synectics Solutions conduct health screening. Your details will be passed to our health check provider who will contact you directly.

Please contact the HR Department on 01782 664000 if you wish further details of the relevant fraud prevention databases through which we share information.

Data transfers

The Information provided in an application for employment will be used to process your application. It will not be passed to third parties or used for other purposes other than as described above.

The information will be accessed and processed by us from within the EEA. Your Data will be hosted on servers located within the EEA, but may be transferred outside of the EEA by the hosting provider (including where support and maintenance are required to the hosting infrastructure). Any transfer of your personal data outside of the EEA shall only be to Hosting Providers who: (a) are located in a country for which the European Commission has made a positive finding of adequacy; or, (b) have entered into a sub-processing agreement with the hosting provider under the standard contractual clauses or such other appropriate terms to ensure appropriate safeguards and require compliance with Data Protection Legislation, for the transfer of personal data outside of the EU.

How we process personal information relating to staff and job applicants

For potential and existing staff, we will share the personal information we have collected from you with Cifas and other fraud prevention agencies, who will use it to prevent fraud, other unlawful or dishonest conduct, malpractice and other seriously improper conduct. If any of these are detected you could be refused certain services or employment. Your personal information will also be used to verify your identity. Further details of how your information will be used by us and Cifas, and your data protection rights, can be obtained by contacting us at recruitment@synectics-solutions.com.

Your rights

Your personal data is protected by legal rights, which include your rights to:

- object to our processing of your personal data;
- request that your personal data is erased or corrected;
- request access to your personal data.

For more information or to exercise your data protection rights please, please contact our compliance team using the contact details above. If you are unhappy about how your personal data has been used you also have a right to complain to the Information Commissioner's Office [<https://ico.org.uk/concerns/>], which regulates the processing of personal data.