

PRIVACY NOTICE

(Prospective Employees)

At Incremental Solutions Limited we are committed to protecting your privacy. This policy applies when we are acting as a controller of personal data, i.e. where we have determined the purposes and means of the processing of that personal data. It applies to all prospective employees.

We will process your personal data for recruitment purposes. The legal basis for this processing is that it is necessary to achieve our legitimate interest, namely the recruiting of personnel to ensure the continued provision of our services.

We will store your personal data relating to recruitment for two years following the completion of the recruitment process.

We will share your personal data with third parties, such as recruitment advisors, only to the extent that the disclosure is reasonably necessary for the recruitment process. In accordance with Data Protection Law, where our processing activity is carried out by third parties, such as IT systems, web developers or cloud storage providers, this is always subject to contractual assurances that personal data will be kept securely and only in accordance with the school's specific directions. We may use some products or services (or parts of them) that may be hosted/stored on the cloud or servers operated outside the European Economic Area ("EEA"). Where this is the case, we will take steps to ensure that those providers use the necessary level of protection for the data we hold. Our service providers operate data protection measures at standards which are compliant with the requirements of and standards expected under UK GDPR.

As you are providing us with your personal data, it is important to us that you are aware of the following rights that you have in relation to our processing of that personal data.

- You can withdraw your consent to our processing of your personal data at any time.
- You can be provided with a copy of any personal data concerning you that we process, unless that would affect the rights and freedoms of others. You can also be provided with information on how that personal data is processed by us.
- You can have us rectify any personal data of yours that we hold that is inaccurate or incomplete. In certain circumstances, you can also ask us to erase or restrict the use of any of your personal data that we process.

You can exercise any of the rights listed above by contacting us using the details at the bottom of this notice. An individual can also make a referral to or lodge a complaint with the Information Commissioner's Office (ICO), although the ICO recommends that steps are taken to resolve the matter with the company before involving the regulator. <https://ico.org.uk/make-a-complaint/>

Incremental Solutions Limited is incorporated and registered in England and Wales with company number 9268924 and whose registered office is at York Science Park, Innovation Centre, Innovation Way, York, YO10 5DG.

Our Information Security Manager is Ed Patmore: Edward.patmore@incrementalsolutions.co.uk Our Data Query Form can be found here, and can be used for all queries relating to your personal data (except subject access requests): <https://forms.office.com/r/bBMbrbctkL>

Our Subject Access Request Form is here, and can be used to request information about what data we hold on you: <https://forms.office.com/r/CUQNaEETkv>