



# Loomis UK LTD – Data Controller Privacy Notice for Applicants

## The Right to be informed

Loomis treats employee's privacy and the personal data collected very seriously. Loomis do all that they can to ensure that the data held is protected and processed correctly. Loomis UK has its own Privacy Compliance Department for making sure all personal data within the organisation is managed correctly.

This privacy notice is in place to detail: the information that is required to be held, why it is collected, the legal basis for processing, how we use the information, who it is shared with, how long it is kept for, how it is kept secure, transfer to other countries, rights of the data subject and also how to access & update that information. Loomis UK complies with data protection law. If there is anything which requires clarification please refer to the 'Further Information' section at the end of this document.

## Information that we collect & why

Applicants will need to provide various pieces of information when joining Loomis in order to fulfil the contract of employment. Due to the nature of our business we do require various pieces of personal information to be provided. In order to fulfil your day to day duties during employment further personal data will also need to be provided at a later date. Your information will not be used for any other purposes other than those stated when collected. If you are unwilling to provide this personal information then it may result in a contract of employment not being able to be provided to the applicant. We do not rely on consent though to process this data, the lawful reasons required for collection are Legitimate Interest, Contract and in some cases Legal Obligation

### What we collect:

Name, Address, Contact Details, Date of Birth, Employment History, Education History, Driving Information, Work Eligibility, Credit History, Criminality, CV Data and Personal ID if you visit a secure location for interview.

### Why we collect it:

- To confirm status to work in the UK
- As we are a security industry dealing with cash we review the status of criminality and credit history
- To contact the applicant in relation to the application
- To begin to set up a potential contract of employment
- To gain you access to a secure location for interview
- For the safety and security of the applicant and Loomis staff

## How we use the information that we collect

The Data is only used for the purposes of assessing the eligibility of the applicant in relation to potentially providing a contract of employment. This is all to maintain the highest level of security and safety for current and prospective Loomis employees. Dependant upon the role, employees are vetted to a 5 or 10-year standard in relation to, for example, home address, employment, education etc. (see 'What we collect' above).

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

## Who the information is shared with and how

We may have to share your personal information with third parties where required by law, or where it is necessary to set up and administer the employer / employee contract relationship or where we have another legitimate interest in doing so. During the application process the sharing of information will be internal to Loomis functions whilst we establish any proposed contract of employment and arrange interviews. Data will be shared though with Driving Agencies, Government Bodies, Law Enforcement and Credit Reference agencies in order to establish your eligibility to work for Loomis.

Loomis will only share your information in order to complete its legal & contractual obligations within the legitimate interests of the business.

## How long the information is stored

If during the application and vetting process it is deemed that the applicant is not suitable for the role then this will be notified to them and all personal data will be deleted and or destroyed within 6 months as outlined in our Data Retention Policy. If we wish to keep the data for longer then we will request this from the applicant.

If the applicant is successful then the information will be securely stored for the length of the contract and 7 years after termination in line with legal retention periods. Loomis may, instead of destroying or erasing your Personal Data, make it anonymous such that it cannot be associated with or tracked back to you in any way.

## How we keep the information secure

Loomis UK has a data privacy regime in place to oversee the effective and secure processing of all Data processed by Loomis UK. All hard copy data is held within highly secure locations with restricted access. Sensitive / Special Category personal data is also held in locked cabinets within locked rooms. Electronic personal data is also kept very secure, encrypted, behind firewalls and our IT Policy Framework ensures the strictest security.

## Transfer to other countries

Data of Applicants would not be transferred to any other country.

## Visiting Loomis Premises

If applicants have to visit Loomis secure locations, before they do so they must please refer to the document entitled 'Loomis UK GDPR – Privacy Notice for Visitors to Site'.

## Rights of the Data Subject

Under the EU GDPR Data subjects have defined rights. In order to protect their privacy, individuals shall be empowered with information and choices about how Loomis follow these rights and how we process personal data. Loomis UK have a Policy for managing requests from Data Subjects. For further information please refer to the 'Further Information' section at the end of this document.

## Automatic Decision Making / Profiling

Loomis UK does not take part in any of the above activities. Our line of business means it is not necessary for this to occur.

## Further Information

Further information and advice can be obtained on the ICO's website with regards to your rights and on how to deal with a subject access request, see 'ico.org.uk' or call them on 0303 123 1113.

Loomis can be contacted with regard to our management of personal data as per below:

Privacy Compliance Department, Loomis UK Ltd, 6<sup>th</sup> Floor Regus, East West Building 2, Tollhouse Hill, Nottingham, NG15FS

Email: [privacy.compliance@uk.loomis.com](mailto:privacy.compliance@uk.loomis.com)

ICO Registration - Loomis UK Limited – Registration No: Z7179898