

evo Candidate Privacy Notice

Privacy and Your Personal Data

Protecting your personal data is important to us. This Privacy Notice explains how we collect, use, store, share and protect the personal information you provide when applying for employment opportunities through our recruitment system, Networx (Evo).

We process all personal data in accordance with applicable UK data protection legislation, including the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and any subsequent legislation relating to the protection of personal data.

Who is Responsible for Your Data?

Networx Recruitment Ltd acts as the data processor for information submitted through the recruitment platform. The organisation advertising the vacancy is the data controller and is responsible for determining how your personal data is processed throughout the recruitment process.

Information We Collect

As part of the recruitment process, we may collect and process:

- Name, address and contact details
- Employment history and career information
- Education, qualifications and professional memberships
- CVs, cover letters and supporting documents
- Interview notes and assessment results
- Eligibility to work information
- Diversity and equal opportunities monitoring information (where provided)
- Any other information you choose to submit as part of your application

We may also collect technical information relating to your use of the recruitment platform, including IP address, browser type and device information.

How We Use Your Information

Your personal data will be used to:

- Assess your suitability for vacancies you apply for
- Manage the recruitment and selection process
- Communicate with you regarding your application
- Verify information provided during recruitment
- Meet legal and regulatory obligations
- Maintain recruitment records and reporting requirements
- Improve the operation and security of our recruitment systems

Legal Basis for Processing

We process your personal data under one or more of the following lawful bases:

- Legitimate interests in managing recruitment activities and filling vacancies
- Compliance with legal obligations
- Performance of steps necessary prior to entering into an employment contract
- Consent, where specific information requires your agreement

Sharing Your Information

Your information may be shared with:

- Hiring managers and authorised employees involved in recruitment
- Networkx Recruitment Ltd as the provider of the recruitment platform
- Third-party service providers who support recruitment activities, such as assessment providers, IT support services and background screening providers
- Regulatory authorities where required by law

Your personal data will not be sold to third parties.

How Long We Keep Your Information

We will only retain your personal information for as long as is necessary for the purposes for which it was collected, including to fulfil legal, regulatory and operational requirements.

In accordance with our recruitment system retention settings:

- Registered candidate accounts are retained for **36 months** from the last account activity and will then be deleted.
- Application data is retained for **36 months** from the date of application.
- Declined or unsuccessful application data is retained for **36 months** from the date of the recruitment decision.
- Data relating to closed vacancies is anonymised or deleted after **36 months**.

Following the expiry of the applicable retention period, personal data will be securely deleted or anonymised in accordance with our data retention and information security policies.

In some circumstances, we may need to retain limited information for longer where required to comply with legal obligations, resolve disputes, establish or defend legal claims, or meet regulatory requirements.

Your Rights

Under data protection legislation, you have the right to:

- Access the personal information held about you
- Request correction of inaccurate or incomplete information
- Request deletion of your data in certain circumstances
- Restrict or object to processing in certain circumstances
- Request transfer of your information where applicable
- Withdraw consent where processing is based on consent

Requests relating to your personal data should be directed to the recruiting organisation's Data Protection Officer or designated privacy contact.

Data Security

Appropriate technical and organisational measures are in place to protect your personal information from unauthorised access, loss, misuse, alteration or disclosure.

Cookies and System Usage

The recruitment platform uses cookies and similar technologies necessary for system functionality, security, analytics and user experience. Further information can be found in the relevant Cookie Policy.

Uploading Documents

Where you choose to upload documents from cloud storage providers such as Google Drive, OneDrive or Dropbox, a copy of the selected document will be imported into the recruitment system for the purposes of your application. The system will not continue to access the document once the upload has been completed.

Changes to This Notice

This Privacy Notice may be updated periodically to reflect changes in legal, regulatory or operational requirements. The latest version will always be available within the recruitment platform.

Contact and Complaints

If you have questions about how your personal data is processed, or wish to exercise your rights, please contact evo directly on – opportunity@evo-group.co.uk

You also have the right to lodge a complaint with the Information Commissioner's Office.