

CANDIDATE PRIVACY NOTICE: PERMASTEELISA (UK) LIMITED

1. INTRODUCTION AND DATA CONTROLLER

Permateelisa (UK) Limited ("the Company", "we" or "us",) is committed to protecting the privacy and security of your personal information. This notice describes how we collect and use personal data about you during and after the recruitment process, in accordance with the UK GDPR.

Data Controller Identity:

- **Company Name:** Permateelisa (UK) Limited
- **Registered Office:** Yarnwicke, 5th Floor, 119,121 Cannon Street, London, England, EC4N 5AT
- **Contact Email:** info.uk@permasteelisagroup.com

2. CATEGORIES OF DATA COLLECTED AND SOURCES

We may collect, store and use the following categories of personal information:

- **Identity & Contact Data:** Name, address, telephone number and personal email address.
- **Professional Data:** CV/resume, cover letter, work history, education and professional certifications.
- **Visual Data:** Photographs or images if included in your application.
- **Special Category Data:** Information about your health, including any medical condition or disability for which the Company needs to make reasonable adjustments.

Sources of Information: We collect this information directly from you or through third parties, such as recruitment agencies, job boards (e.g., LinkedIn) and employment background check providers.

3. PURPOSES AND LAWFUL BASES FOR PROCESSING

We process your data for the following purposes under the lawful bases defined by the UK GDPR:

Purpose	Lawful Basis (Standard Data)	Lawful Basis (Special Category)
Recruitment & Selection: Managing your application and assessing your suitability for the role.	Contractual Necessity: To take steps at your request prior to entering into a contract.	Employment Obligations: Carrying out obligations in the field of employment law.
Internal Group Sharing: Sharing data with Permateelisa Group companies to evaluate your profile for other opportunities.	Legitimate Interests: Our interest in identifying the best talent for the wider group.	Employment Obligations: Relevant to potential group-wide employment.
Legal Defence: Managing potential legal claims or disputes	Legitimate Interests: To protect our legal rights.	Legal Claims: Establishing, exercising, or defending legal claims.

The provision of certain personal data (such as your identity, contact details and professional history) is a requirement necessary to enter into an employment contract with us. While you are under no statutory or contractual obligation to provide this data to us during the recruitment phase, if you fail to provide information when requested, which is necessary for us to consider your application, we will not be able to process your application successfully or take it further.



4. DATA SHARING AND RECIPIENTS

Your information may be shared with the following recipients where necessary:

- **Internal Personnel:** Authorised staff in our People team and the relevant hiring department.
- **Third-Party Service Providers:** Recruitment agencies, employment consultants and IT maintenance providers.
- **Group Companies:** Other entities within the Permasteelisa Group for recruitment purposes.
- **Professional Advisers:** Legal counsel and judicial authorities if required for disputes.

5. INTERNATIONAL DATA TRANSFERS

Permasteelisa (UK) Limited may transfer your personal data to our parent company or affiliates outside the UK (e.g., in Italy/EU).

- **UK-EU Transfers:** These transfers are protected by “Adequacy Decisions,” as the UK recognises the EU’s data protection standards as equivalent.
- **Other Transfers:** For transfers to countries without an adequacy decision, we use standard contractual clauses or other UK-approved safeguards.

6. DATA RETENTION

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for:

- **Recruitment & Group Sharing:** Data is generally retained for **24 months** from the date of collection to consider you for future roles, unless you object.
- **Legal Defence:** Data related to potential disputes is retained for **10 years** following the final resolution of the matter.

7. YOUR RIGHTS UNDER UK GDPR

Under certain circumstances, you have the following rights by law:

- **Access:** Request a copy of the personal information we hold about you.
- **Correction:** Request that we correct any incomplete or inaccurate data.
- **Erasure:** Request that we delete your personal data where there is no good reason for us to continue processing it.
- **Restriction:** Request the suspension of processing your data.
- **Objection:** Object to processing where we are relying on a legitimate interest.
- **Transfer:** Request the transfer of your data to another party (Portability).
- **Withdraw Consent:** Where processing is based on consent, you have the right to withdraw it at any time.

To exercise these rights, please contact info.uk@permasteelisagroup.com using the appropriate forms provided by the ICO or in the first instance please contact us by email.



8. AUTOMATED DECISION-MAKING

We do not envisage that any decisions will be taken about you based solely on automated decision-making, which produces legal effects concerning you or similarly significantly affects you. We regularly review our recruitment processes and will update this privacy notice if this position changes.

9. COMPLAINTS

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk).

CANDIDATE DECLARATION

☐ I consent to the processing of my data for the purpose of "Intra-group sharing".

Date: _____

Signature: _____