

# Cordavis Limited

## PRIVACY NOTICE FOR CANDIDATES

### WHAT IS THE PURPOSE OF THIS DOCUMENT?

Cordavis Limited is a “controller” in relation to personal data we collect and use for recruitment purposes. This means that we are responsible for deciding how we hold and use personal information about you. You are being provided a copy of this privacy notice because you are applying for work with us (whether as an employee, worker or contractor).

### DATA PROTECTION PRINCIPLES

We will comply with all applicable data protection laws meaning that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

### THE KIND OF INFORMATION WE HOLD ABOUT YOU

In connection with your application for work with us we will collect, store, and use the following categories of personal information about you:

- information you have provided to us in your curriculum vitae and covering letter (where applicable).
- information you have provided on our application form/online recruitment platform, including name, title, address, telephone number, personal email address, date of birth, gender, employment history, qualifications, salary history.
- information you provide to us during an interview.

We may also collect, store and use the following “special categories” of more sensitive personal information:

- Information about your gender. Such information is collected to enable us produce gender pay gap analysis and statistics. This allows us to determine, and deal with, any gaps in our gender pay. We have a legal obligation to report externally on our gender pay gaps, but this is completed on an aggregated and anonymous basis.
- If an offer of employment is made and accepted, information about any criminal convictions and offences may be collected as part of the standard background check process (subject to the individual role).

### HOW IS YOUR PERSONAL INFORMATION COLLECTED?

We collect personal information about candidates from the following sources:

- You, the candidate.
- Any relevant recruitment agency, where your application details have been sent to us from an agency.

- Background check provider(s), from which we collect the following categories of data: references, criminal record checks and employment history. This information is only collected and provided upon acceptance of an offer of employment.

## **HOW WE WILL USE INFORMATION ABOUT YOU**

We will use the personal information we collect about you to:

- Assess your skills, qualifications, and suitability for the work.
- Carry out background and reference checks (where applicable).
- Communicate with you about the recruitment process.
- Keep records related to our hiring processes.
- Comply with any legal or regulatory requirements.

It is in our legitimate interests to process this information to decide whether to appoint you to the specific role or work and enter into a contract of employment with you, since it would be beneficial to our business to appoint someone to the vacancy.

Having received your application details, we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to invite you for an interview. If we decide to offer you the role, we may then take up references, carry out a criminal record check or carry out other checks such as employment history before confirming your appointment.

### **If you fail to provide personal information**

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully. For example, if we require a credit check or references for this role and you fail to provide us with relevant details, we will not be able to take your application further.

## **HOW WE USE 'SPECIAL CATEGORY' INFORMATION**

We will use your special category personal information in the following ways:

- information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process.
- information about your race or ethnic origin to ensure meaningful equal opportunity monitoring and reporting to comply with employment law obligations and public interest in equality of opportunity and treatment. This information is anonymized.

## **INFORMATION ABOUT CRIMINAL CONVICTIONS**

We will only collect and process information about criminal convictions where necessary for the recruitment of specific roles and we will notify you if this is the case at that time and obtain your consent.

In some circumstances we are entitled to carry out a criminal record check in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for the role. In particular:

- We are legally required by financial regulators, or other regulatory bodies, to carry out criminal record checks for those carrying out work with us in certain roles.

## **AUTOMATED DECISION-MAKING**

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

## **DATA SHARING**

### **Why might you share my personal information with third parties?**

We will only share your personal information with the following third parties for the purposes of processing your application:

Group companies of the Controller (specifically, CVS Health) for the purposes of assessing suitability for the role you have applied for.

Third parties for the purposes of background checks such as references, criminal record and employment history.

CPL Solutions Limited (based in Ireland) for the purposes of administrative assistance in the assessment and recruitment of employment candidates for Controller.

## **DATA SECURITY**

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

## **DATA RETENTION**

### **How long will you use my information for?**

We will retain your personal information for a period of six months after we have communicated to you our decision about whether to appoint you; unless you have agreed for us to retain your personal details for future opportunities. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with our data retention policy or any applicable laws and regulations. However, if your application is successful we will keep this information as part of your employment personnel file and will be processed in accordance with our employee privacy notice.

If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis.

## **RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION**

### **Your rights in connection with personal information**

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information. This enables you to receive a copy of the personal information we hold about you and to check we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate personal data we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it.

- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party in a commonly used electronic format.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact [privacy@cordavis.com](mailto:privacy@cordavis.com)

### **Enquiries**

If you have any questions about this privacy notice or how we handle your personal information, please contact the privacy office at [privacy@cordavis.com](mailto:privacy@cordavis.com)

You have the right to make a complaint at any time to the Information Commissioner, the supervisory authority for data protection issues in Ireland. The Information Commissioners website is available at <https://www.oic.ie/>