**Rolls-Royce SMR Job Candidate Privacy Notice**

Personal Information Processing at Rolls-Royce SMR, what you need to know.

**Purpose and scope of this document**

This Privacy Notice sets out the processing of personal information conducted by Rolls-Royce SMR (“SMR”) with respect to those who are seeking to work for us. This document sets out how SMR processes personal information in accordance with privacy and data protection legislation and regulation including the UK Data Protection Act 2018 and General Data Protection Regulation (GDPR).

**How to use this document**

All job candidates are encouraged to read the notice in full as it sets out useful and meaningful information about the ways SMR processes employee information. However, the document is divided into smaller sections for ease of finding the relevant information.

**SMR’s role in processing personal information**

SMR is a Data Controller, which means it determines the ways in which personal information is processed by itself and third parties acting on its behalf.

SMR is registered as a limited company in England and Wales, registration number 13039768.

SMR is also registered with the Information Commissioner’s Office (ICO) with number ZB523789 as a Data Controller.

**What is personal data, personal information or PII?**

These terms are often used interchangeably and ultimately amount to the same thing, they describe any information that identifies a living person. Typical common examples include a person’s name or telephone number. These terms also cover data that describe a person when combined with an identifier. An example would be where a document sets out salaries next to names. Those salaries, combined with the names, tell the reader something about those people.

In SMR, we typically use the term “Personal information”. Where the term “processing” is used, this means any time personal information is viewed, used, collected, stored, altered or destroyed.

**Principles**

SMR processes personal information in accordance with 5 privacy principles, which are aligned to those set out in various regulations. These are:

1. Lawfulness – SMR will only process personal information where there is a reliable basis in law for doing so.
2. Transparency – SMR will seek to make personal information processing as transparent as possible by informing individuals of our intentions by means of notices such as this one.
3. Fairness – SMR will only process personal information where it is fair and reasonable.
4. Limitation – To process personal information, SMR will need a clearly defined and limited purpose and utilise the minimal amount of information, stored for the minimum period.
5. Security – SMR will take all necessary steps to ensure that any personal information processed is done so in a way that is secure and maintains the confidentiality and integrity of the information.

**How SMR collects personal information of job candidates**

SMR uses a number of sources to collect the information it needs. These include:

* Directly from individuals applying for jobs with us
* From third party partners such as recruitment agencies
* From family and friends of job applicants who may refer job candidates to us

**How and why SMR uses personal information**

SMR will process information of job candidates in the following ways:

* Using contact information to arrange and conduct interviews
* Using information about education, qualifications and employment history to assess job candidates for suitability for a role
* Conversing with the job candidate during an interview process to assess suitability for a role
* Recording attendance at one of our physical locations as a visitor during the interview process as part of our health and safety commitments
* Conducting background and pre-employment screening activities using third party providers

**Special Category / Sensitive information**

“Special Category” and “Sensitive” information are terms that are often used interchangeably. They refer broadly to sub-sets of personal information that have been expressly established in law as requiring additional safeguards and protections. These can vary between legislation but generally refer to the following:

* Health / Medical / Genetic / Biometric information – information about a person’s physical state, medical history and health as well as any biometric data such as fingerprints, DNA and facial recognition.
* Gender information – any information concerned with a person’s gender or gender identity.
* Sexual orientation and practice – any information regarding a person’s sexual identity and orientation.
* Trade Union membership – any information related to a person’s association with or membership of a Trade Union.
* Racial / Ethnicity / Religious information – information related to a person’s religious, philosophical, ethnic or racial identity or status.
* Criminal Activity information – any information about criminal convictions or activity.

SMR generally refers to this as “Sensitive information”.

SMR invites job candidates to volunteer information of this nature during the hiring process as part of our Inclusion and Diversity initiatives. Candidates can choose to provide or to not provide information about various aspects of diversity.

**International transfers of information**

While SMR is a UK-based organisation, some of the third party organisations engaged are based in other countries including those outside of the European Economic Area (EEA). Some countries do not have the same high standards of privacy that the UK enjoys and so wherever possible, SMR will engage overseas third parties only where they agree to strict privacy requirements to ensure that employee information is secure and safe.

**Processing by third parties**

It is sometimes necessary for SMR to outsource some business activities to third party organisations and this may sometimes involve providing those third parties with employee personal information. SMR requires these organisations to agreed to strict high standards of security and privacy control to ensure that they are adequately protecting employee information.

**Rights of the individual**

Privacy regulation sets out a number of rights that individuals have regarding their personal information. These may vary based on citizenship and location but generally include:

* Right of Access – to be able to access the information that SMR processes
* Right to be Informed – to be notified about any processing that occurs, typically via a notice such as this one
* Right to Erasure – to be able to remove information from SMR in some situations
* Right to Rectification – to have any inaccurate information updated and corrected
* Right to Restrict Processing – to stop SMR processing while any inaccuracies are corrected or changes are implemented
* Right to Object – to object formally to the processing of personal information
* Right to Portability – to have information made available in a useable and transportable format
* Right against Automated Decision Making – to not be subject to any automated decision making that has a material impact on your rights
* Right to Withdraw Consent – to withdraw any consent you have given to SMR for the processing without reason or question.

All requests to exercise these rights should be directed to privacy@rolls-royce-smr.com.

**Questions and complaints**

In the first instance, SMR invites any questions or complaints to be addressed to the company so that steps can be taken to answer any queries and address any complaints. SMR has a dedicated Privacy team that can be contacted at privacy@rolls-royce-smr.com.

All individuals can also make a complaint to the Information Commissioner’s Office (ICO) in the UK at any time.

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