

As part of its recruitment process, Oil & Gas Measurement Limited collects and processes personal data relating to job applicants.

### **What information do we collect?**

The personal data we may ask for during the recruitment process includes the following:

- Your name, address and contact details, including email address and telephone numbers
- Details of your previous employment history, experience, qualifications and skills
- Information about your current remuneration, including benefit entitlements
- Whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process
- Information regarding your entitlement to work in the UK

Oil & Gas Measurement Limited may collect this information in a variety of ways, for example, information may be contained in CVs, obtained from your passport or other identification documents, through qualification certificates, or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

Data will be stored securely within our IT systems and hard copies will be stored in a secure filing system.

### **Why does Oil & Gas Measurement Limited process personal data?**

We need to process data for the purpose of progressing your job application prior to entering into a contract with you, and we may also need to process your data to enter into a contract with you.

The information you provide during the process may also be used to fulfil legal or regulatory requirements if applicable (for example, verifying that applicants are eligible to work in the UK before employment starts).

Oil & Gas Measurement Limited has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm an applicant's suitability for employment and decide to whom to offer the job. We may also need to process job applicants' data to respond to and defend against legal claims.

If your application is unsuccessful, Oil & Gas Measurement Limited may keep your personal data on file in case there are future employment opportunities for which you may be suited. We will ask for your consent before retaining your data for this purpose and you are free to withdraw your consent at any time.

### **Who has access to data?**

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR/recruitment team, interviewers involved in the recruitment process, managers/directors responsible for the vacancy's business area and IT staff for the purposes of storing the data securely on behalf of the company.

We will not share your data with third parties without first obtaining your consent, unless your employment is successful and we make you an offer of employment. In this case we will then share your data with former employers to obtain references for you.

### **How does Oil & Gas Measurement Limited protect data?**

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessible except by our employees in the proper performance of their duties.

### **How long is the information retained for?**

Your personal data will be stored for a period of 6 months from date of completion of job application (i.e. notification of unsuccessful application). This is due to the time limits within related discrimination Acts. If you agree to allow us to keep your personal data on file, we will hold your data for a further 6 months for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent (whichever is sooner), your data is deleted or destroyed. You may be asked when you submit your CV whether you give us consent to hold your details for the full 12 months in order to be considered for other positions or not.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Personnel file (electronic and paper-based) and retained during your employment. The periods for which your data will be held will be provided to you in a new Privacy Notice (PN002M).

### **Your rights**

As a data subject, you have a number of rights. You can:

- Access and obtain a copy of your data on request
- Require the organisation to revise incorrect or incomplete data
- Require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing
- Object to the processing of your data where Oil & Gas Measurement Limited is relying on its legitimate interests as the legal ground for processing.

If you wish to exercise any of these rights, please contact our Data Protection Officer on [info@oghl.co.uk](mailto:info@oghl.co.uk).

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

### **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to Oil & Gas Measurement Limited during the recruitment process, however, if you do not provide the information, we may not be able to process your application.