

## Data Protection Privacy Notice

### Recruitment

This notice aims to provide clarity on the personal data (information) we hold about you, how we collect it, and the ways in which we use and may share this information during your application with Axcelera Ltd and after its conclusion. This information is being shared with you in accordance with data protection legislation. Please take the time to review this notice, also known as a 'privacy notice,' along with any similar notices we may provide periodically when handling your personal information.

### Who Manages the Information:

Axcelera Ltd (the Company) is a 'data controller' responsible for gathering and utilising specific information about you. In this notice, references to 'we' or 'us' indicate Axcelera.

### Data Protection Principles:

We adhere to data protection principles, as outlined in our Data Protection Policy, when collecting and utilising personal information.

### Information We Collect and Hold:

The information presented in Schedule I, appended to this Notice, provides a concise overview of the data we gather and retain up to the shortlisting stage within the recruitment process. This includes details on the methods employed, the reasons behind our data collection, its utilisation, and potential sharing recipients. Additionally, Schedule II provides a summary of supplementary information collected prior to reaching a final decision, specifically before extending subcontracting or employment offers. This schedule also outlines the procedures, purposes, and potential recipients of this additional data. Our commitment is to ensure that our data collection and processing always remain proportionate. Any modifications to the information collected or its processing purposes will be promptly communicated to you.

### Information Storage:

Your information may be stored at our offices, third-party agencies, service providers, representatives, and agents.

### Data Retention:

We retain the personal information gathered during the recruitment process only for the duration necessary for the intended purposes of processing. The duration of information retention depends on the success of your application, the nature of the information, and the processing objectives. Recruitment information, including interview notes, will be retained for a reasonable period, considering limitation periods for potential claims such as race or sex discrimination, which may be extended for early conciliation. Subsequently, this information will be securely destroyed.

If there's a clear business justification for retaining recruitment records beyond the standard period, we may opt to do so. However, we will first explore the possibility of pseudonymizing the records and

Carefully consider the extended duration. In the event of a successful application, only the essential recruitment information pertaining to your work will be retained.

For a comprehensive understanding of our approach to information retention and destruction, you may refer to our Data Retention & Data Protection Policies, available upon request

## Your Rights:

If you wish to correct or request access to information held about you, or if you have any inquiries concerning this notice in compliance with applicable law, kindly reach out to our Data Protection Team (DPT) via email at [data@axcelera.co.uk](mailto:data@axcelera.co.uk). Additionally, you retain the right, under specific circumstances, to request the erasure of some of the information we hold and process (the 'right to be forgotten'). For further details about the right to be forgotten, feel free to inquire with our DPT, and they will provide you with the necessary information.

## Security Measures:

We have implemented security measures to prevent accidental loss, unauthorised access, or misuse of personal information. Access to your information is restricted to those with a genuine business need, and confidentiality obligations are in place.

## Data Security Breach:

In the event of a suspected data security breach, we have procedures in place to address the issue. We will notify you and relevant regulators when legally required.

## How to Complain:

If you have concerns about our use of your information, please reach out to our Data Protection Team. If unresolved, you can contact the Information Commissioner for further guidance on your rights and how to file a formal complaint.

## Schedules:

### Schedule I:

What is collected	How the Information is collected	Reasons we collect the information	How the information is used and maybe shared
Your name, contact details (i.e., contact address, contact phone numbers, email address),	From you	Legitimate interest: to carry out a fair recruitment process Legitimate interest: to progress your application, arrange interviews and inform you of the outcome at all stages	To enable Axcelera to contact you to progress your application, arrange interviews and inform you of the outcome



Details of your qualifications, experience, employment history (including job titles, salary and working hours) and interests	From you, in the application form and interview notes (if relevant)	Legitimate interest: to carry out a fair recruitment process Legitimate interest: to decide whether shortlist for interview and (if successful) make an offer	To make an informed recruitment decision The person making the shortlisting decision will receive anonymised details only; if you are invited for interview, the interviewer will receive non-anonymised details
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## Schedule II:

<b>What is collected</b>	<b>How the information is collected</b>	<b>Reasons we collect the information</b>	<b>How the information is used and maybe shared</b>
Information regarding your previous academic and/or employment history, including any conduct, grievance, or performance-related matters, as well as details about appraisals, time and attendance. To facilitate this, we may seek references from your previous employers and/or education providers. Providing these details will greatly assist us in gaining a comprehensive understanding of your background. Your cooperation is highly appreciated as we aim to create an inclusive and supportive environment for all.+	From you and your referees (details of whom you will have provided)	Legitimate interest: to make an informed decision to recruit and to comply with our legal obligations Legitimate interests: to maintain records and to comply with legal, regulatory and corporate governance obligations and good practice	To obtain the relevant reference about you and to comply with legal/regulatory obligations
Interview notes	Written notes we take from your answers	Legitimate Interest: To make an informed recruitment decision Legitimate interest: to carry out a fair recruitment process	To carry out a fair recruitment process
Information regarding your academic and professional qualifications +	From you, from your education provider and/or from the relevant professional body	Legitimate interest: to verify the qualifications information provided by you	To make an informed recruitment decision
Details of your referees	From your completed application form	Legitimate interest: to carry out a fair recruitment process	To carry out a fair recruitment process



Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information +	From you and, where necessary, the Home Office	To enter into/perform the employment contract To comply with our legal obligations Legitimate interest: to maintain employment records	To carry out right to work checks Information may be shared with the Home Office
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To ensure a seamless onboarding experience and process your employment effectively, we kindly request your assistance in providing the categories of information marked with a '+' symbol above. These details are necessary for verifying your right to work, assessing your suitability for the position, and facilitating timely payments to you. Notably, your cooperation in providing this information will greatly contribute to the smooth execution of your contract with us. It's important to note that failure to provide this information may affect our ability to offer you a contract or process payments accordingly.