

## IMMENSE SIMULATIONS LIMITED CANDIDATE PRIVACY NOTICE

### WHAT IS THE PURPOSE OF THIS DOCUMENT?

This notice is designed to provide information on how Immense Simulations Limited (referred to as “we”, “us”, “our”) processes the personal data of job applicants “referred to as “you” “your”). Immense Simulations Limited is a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you. This Notice makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for. It provides you with certain information that must be provided under the retained EU law version of the General Data Protection Regulation ((EU) 2016/679) (UK GDPR) and the Data Protection Act 2018.

This notice does not form part of any offer of employment and we may amend it at any time to reflect any changes in the way in which we process your personal data. If you are in the application process when any changes or updates are made to this notice, we will bring any such changes to your attention as soon as is practicable. We may also notify you in other ways from time to time about the processing of your personal data.

Our Data Privacy Manager (“DPM”) is responsible for ensuring that this privacy notice is maintained and may be contacted on [dataprotection@immense.ai](mailto:dataprotection@immense.ai).

### DATA PROTECTION PRINCIPLES

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way;
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those 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; and
- 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:

- The information you have provided to us in your curriculum vitae and covering letter.
- The information you have provided on our application form, including name, title, address, telephone number, personal email address, date of birth, employment history, qualifications and current visa status (if any).

- Any information you provide to us during an interview.
- Copies of test/code results provided during the course of an assessment.

We may also collect, store and use the following types of more sensitive personal information if you make us aware of it on your CV or if we make an offer of employment to you:

- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.
- Information about your health, including any medical condition, health and sickness.

## HOW IS YOUR PERSONAL INFORMATION COLLECTED?

We collect personal information about candidates from the following sources:

- You, the candidate.
- Your selected recruitment agency (if applicable), from which we collect the following categories of data: information available on CV, additional role relevant information provided by the agent on your behalf, remuneration, notice period, key skills.
- Your named referees, from whom we collect the following categories of data: work dates, growth areas, successes, re-employment status.
- The following data from third parties is from a publicly accessible source – conference presentations, attendee lists, company website press and business forums.

## 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 role.
- Communicate with you about the recruitment process.
- Keep records related to our hiring processes.
- Comply with legal or regulatory requirements.

It is in our legitimate interests to decide whether to appoint you to the role since it would be beneficial to our business to appoint the right candidate to that role. We also need to process your personal information to decide whether to enter into a contract of employment with you.

Having received your CV and covering letter and/or your application form and the results from any test which you may have taken, 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 call you for an interview, we will use the information you provide to us at the interview to decide whether to offer you the role as well as the results from any test which you may take as part of the recruitment process. If we decide to offer you the role, we will then take up references 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 PARTICULARLY SENSITIVE PERSONAL INFORMATION

We will use your particularly sensitive personal information in the following ways:

- We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during a test or interview.

## 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: the appropriate entity within the Immense Group and Greenhouse.io. Our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

## DATA STORAGE AND SECURITY

Your personal information is stored in a variety of locations, including Microsoft Sharepoint, which has a UK data centre. Additionally, we use an applicant tracking system called Greenhouse ([www.greenhouse.io](http://www.greenhouse.io)) which has website servers located in the USA. As you may know, under UK data protection laws the USA is considered not to have adequate levels of data protection within its domestic laws. To address this the data is processed by Greenhouse pursuant to appropriate contractual safeguards, including standard data protection clauses adopted by the European Commission called *Standard Contractual Clauses*. If you wish to enquire about the safeguards used, please contact us using the details set out at the beginning of this policy.

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. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

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 12 months after we have communicated to you our decision about whether to appoint you to role. 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.

We shall delete any particularly sensitive personal information which you provide as soon as we have communicated to you our decision about whether to appoint you to role.

If we wish to retain your personal information on file, on the basis that a further opportunity is likely to 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 (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that 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 information 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. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **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. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **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.

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 us at [dataprotection@immense.ai](mailto:dataprotection@immense.ai).

## **RIGHT TO WITHDRAW CONSENT**

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal data for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the Data Privacy Manager whose contact details can be found above. Once we have received notification that you have withdrawn your consent, we will, subject to our retention policy, no longer process your personal information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law. If you withdraw your consent, our use of your personal data which was collected before your withdrawal is still lawful.

## **DATA PROTECTION OFFICER**

As noted above, we have appointed a data privacy manager to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the data privacy manager. 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. Although you have the right to complain to the ICO, we encourage you to contact us first with a view to letting us help in resolving any queries or complaints.