

Third Kind Games Limited Job Applicant Privacy Notice

Who are we?

1. **Third Kind Games Limited** is a registered company in England and Wales, United Kingdom. Registered address: Office 1 26 Hamilton Terrace, Leamington Spa, Warwickshire, England, CV32 4LY. Company Number: 10449910. (referred to as "Third Kind Games" or "we" throughout this notice).

Purpose of this notice

2. Third Kind Games is committed to protecting the personal information of job applicants, by using it properly in compliance with data privacy laws. In accordance with the General Data Protection Regulation (GDPR), Third Kind Games (the employer) has implemented this privacy notice to inform prospective employees of our Company, of the types of data we process about them. This notice sets out the basis on which we collect, use and disclose the personal data of our job applicants, as well as your rights in respect of such personal data.

Data Protection Principles

3. Under GDPR, all personal data obtained and held by us must be processed according to a set of core principles. In accordance with these principles, we will ensure that information is
 - a. **processed lawfully, fairly and in a transparent manner.** We must always have a lawful basis to process personal data, as set out in data protection laws.
 - b. **collected only for specified, explicit and legitimate purposes.**
 - c. **processed only where it is adequate, relevant and limited to what is necessary for the purposes of processing.**
 - d. **kept accurate and up to date. Data which is found to be inaccurate will be rectified or erased without delay.**
 - e. **kept only for the period necessary for processing.** Information will not be kept longer than it is needed and we will take reasonable steps to delete information when we no longer need it.
 - f. **processed in a manner that ensures appropriate security of personal data**

What information do we collect?

4. We keep several categories of personal data on our prospective employees in order to carry out effective and efficient recruitment processes. Specifically, we hold the following types of data:
 - a. personal details such as name, email address, home address and phone numbers
 - b. details of your qualifications, skills, experience and employment history
 - c. information from interviews and phone-screenings you may have
 - d. information about your current level of remuneration, including benefit entitlements

- e. information gathered via the recruitment process such as entered into a CV or included in a cover letter.
- f. references from former employers.

How do we collect your personal information?

- 5. You provide data to us directly during the recruitment exercise. For example, data might be contained in application forms or CVs (including when these are sent to us as part of speculative applications or queries).
- 6. In some cases, we will collect data about you from third parties, such as employment agencies or former employers when gathering references. We will seek information from third parties only once a job offer has been made to you.
- 7. Should you be successful in your job application, we will gather further information from you, for example, your bank details and next of kin details.

Why we collect your data and how we use it?

- 8. The law on data protection allows us to process your data for certain reasons only. We have 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 a candidate's suitability for employment and decide to whom to offer a job.
- 9. In some cases, we need to process data to ensure that we comply with our legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts. We may also need to process data from job applicants to respond to and defend against legal claims.
- 10. We will not use your data for any purpose other than the recruitment process of which you are a part.

Sharing of information

- 11. Your information may be shared internally within the company for the purposes of the recruitment process. This includes members of the HR team, interviewers and managers.
- 12. We will not share your data with third parties, unless your application for employment is successful and an offer of employment is made.

How long do we keep your data for?

- 13. We only keep your data for as long as we need it for, if your application is not successful and you have not provided consent to keep your data for the purpose of future vacancies, we will keep your data for six months once the recruitment process ends.
- 14. At the end of that period, your data is deleted or destroyed (unless we need to retain it for longer to exercise or defend any legal claims).
- 15. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your

employment. The periods for which employee data is held will be provided to you in a separate privacy notice.

Protecting your data

16. By law, we must use procedures and technology to secure personal information throughout the period that we hold or control it, from obtaining to destroying the information. We will use appropriate technical and organisational measures to keep personal data secure, and in particular to protect against unauthorised or unlawful processing.
 - a. only people who are authorised to use the information can access it
 - b. where possible, personal data is encrypted

Failure to Provide Data

17. You are under no statutory or contractual obligation to provide data to us during the recruitment process. However, if you do not provide the information, we may not be able to process your application, or be unable to fulfil our requirements for entering into a contract of employment with you. This could include being unable to offer you employment, or administer contractual benefits.

Use of automated decision-making

18. Automated decision-making means making decision about you using no human involvement. No decision will be made about you solely on the basis of automated decision making (where a decision is taken about you using an electronic system without human involvement).

Your Rights

19. As a data subject, you have a number of rights under data protection law.
 - a. to be informed about the data we hold on you and what we do with it
 - b. to access and obtain a copy of your data on request;
 - c. to ask us to correct any inaccuracies in the data we hold on you and for the correction to be made promptly.
 - d. To require us to delete or stop processing your data
 - e. to restrict the processing of the data and limit the way that we use the data, in certain circumstances.
 - f. to transfer the data we hold on you to another party.
 - g. to withdraw consent that you have previously provided, to our processing of your data at any time.
20. If you would like to exercise any of these rights or if you have any questions about this notice then please contact privacy@thirdkindgames.com or send us recorded mail to:

Data Protection Officer, Third Kind Games Limited , Office 1, 26 Hamilton Terrace,
Leamington Spa, Warwickshire, England, United Kingdom, CV32 4LY.