



Job Applicant Privacy Notice (UK)

During the recruitment process, Astroscale Limited collects and processes personal data relating to job applicants.

Astroscale is committed to being clear and transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does Astroscale collect and process?

Astroscale collects and processes a range of personal information (personal data) about you. Personal data means any information about an individual from which the person can be identified. This includes

- Personal contact details, such as your name, title, address, and contact details, including email address and telephone number.
- details of your qualifications, skills, experience, and employment history, including start and end dates, with previous employers.
- information about your remuneration, including entitlement to benefits such as pensions.
- information about your entitlement to work in the UK.

Astroscale collects this information in a variety of ways during the application and recruitment process. For example, data may be contained in CVs, covering letters, your answers to our questions in our HR management system, obtained from identity documents, such as your passport and collected through interviews, and assessment tests.

In some cases, Astroscale collects personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks permitted by law.

Data is stored in a range of different places, including on your application record, in Astroscale's HR management systems and in other IT systems (including Astroscale's email system).

Why does Astroscale process personal data?

Astroscale needs to process data prior to entering a contract with you. We also need to process data to enter an employment contract with you and to meet our obligations under that employment contract.

In addition, Astroscale needs to process data to ensure that we are complying with our legal obligations. For example, we are required to check an employee's entitlement to work in the UK before employment begins.

This policy is non-contractual - it does not form part of your terms and conditions of employment.

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Astroscale has a legitimate interest in processing personal data during the recruitment process and in keeping records of that process. Processing such data from job applicants enables Astroscale to manage the recruitment process, assess the suitability of candidates and make informed decision as to whom we wish to recruit. Astroscale may also have to process data from job applicants to defend legal claims.

Astroscale processes health information if we need to make reasonable adjustments to the recruitment process for candidates with a disability.

Astroscale carries out basic criminal records checks as part of our pre-employment background checks to ensure Astroscals security.

If you fail to provide personal information

You are under no obligation to provide Astroscale with data during the recruitment process. However, if you do not provide certain information when requested, Astroscale may not be able to process your application for employment properly or at all.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for you if this information is not provided.

For how long do you keep data?

Astroscale will only hold your personal data for as long as is necessary to fulfil the purposes for which we collected it. If your application for employment is unsuccessful, Astroscale will hold your data on file for 12 months after the end of the recruitment process. At the end of that period, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and we shall issue a new privacy notice which sets down the periods for which your data will be held.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment process, including with members of the HR team and interviewers.

Astroscale will not share your data with third parties unless we make you an offer of employment. In those circumstances, Astroscale shall share your data with third parties where required by law and where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so. Astroscale will then share your data with e.g., pre-employment reference checking agency.

Astroscale may transfer your data with interviewers employed by other Astroscale entities in the US or Japan. This transfer will only happen where it is required in order to perform our recruitment process. Transfers of your personal data to Japan, and US will be undertaken on the basis of appropriate safeguards, either where the third party is certified under the US-EU Privacy

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Shield Certification Programme or Japan-EU adequacy decision Jan 2019 (meaning that the transfer of your data to that third party is deemed to provide an adequate level of protection for your personal information).

How does Astroscale protect data?

Astroscale takes the security of your data seriously. Astroscale has internal policies and controls in place to prevent your data being lost, accidentally destroyed, misused, or disclosed, and is not accessed except by its employees in the performance of their duties.

Your rights

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

- access and obtain a copy of your data on request (known as a “data subject access request”).
- require Astroscale to change incorrect or incomplete data.
- request erasure of your personal information. This enables you to ask Astroscale 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 Astroscale is relying on its legitimate interests as the legal ground for processing; and
- ask Astroscale to suspend the processing of your personal data for a period if data is inaccurate or there is a dispute about its accuracy or the reason for processing it.

If you would like to exercise any of these rights, or you have any questions about the privacy notice, please contact ASUK_Recruitment@astroscale.com.

If you believe that Astroscale has not complied with your data protection rights, you have the right to make a complaint to the Information Commissioner’s Office.

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