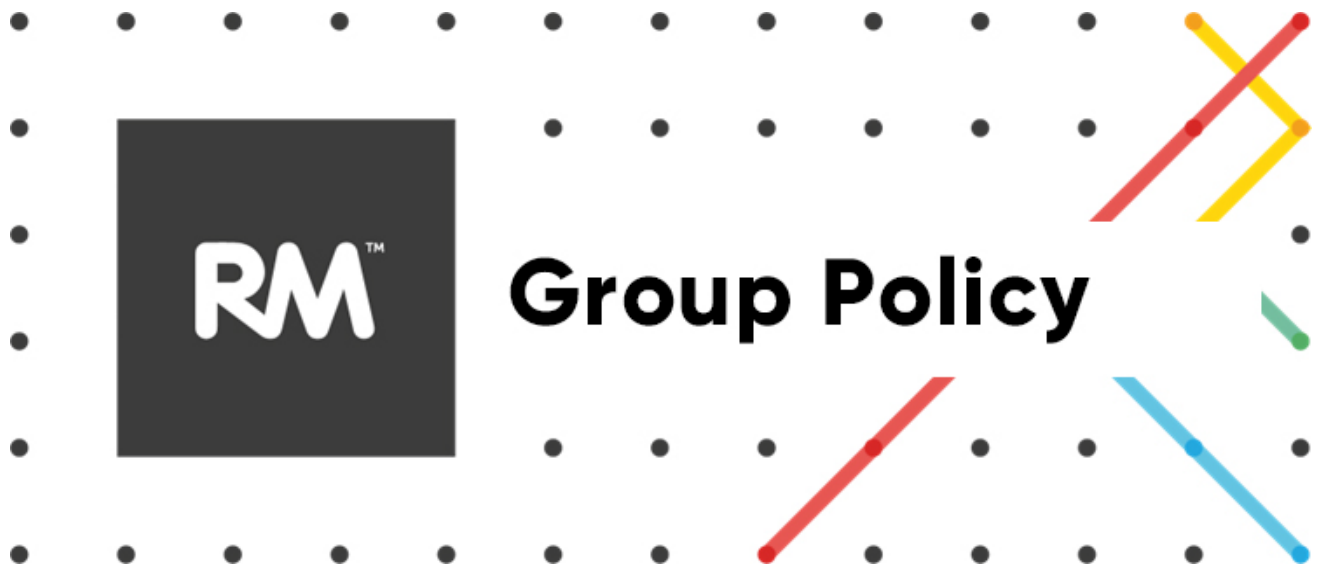




## Privacy Policy for Job Candidates

|                                     |                         |
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## 1. Introduction

### 1.1 Background

For the purposes of this Privacy Policy, “We”, “Us”, “Our”, “RM” and “RM Group” means RM plc (Reg No. 01749877) and RM Educational Resources Ltd (Reg No. 03100039), RM Education Ltd (Reg No. 01148594), and TTS Group Ltd (Reg No. 04373761), which are registered in England and Wales, and SoNET Systems Pty Ltd (Australian Company Number 093 532 435) and RM Education Solutions India Pvt (Corporate Identification Number U72200KL2003PTC015931), respectively registered in Australia and India. See the latest RM plc Annual Report available at <https://www.rmplc.com/> for further details about RM.

As the recruiting organisation, RM acts as the data controller of your personal data.

### 1.2 Purpose and scope of this document

RM is committed to protecting and respecting the privacy of its employees and job candidates.

RM is a data controller in relation to personal data. This means that we are responsible for deciding how we hold and use personal data about you. You are being provided with a copy of this privacy notice because you are applying for work in the RM Group (whether as an employee, worker or contractor).

The purpose of this document is to make you aware of how and why your personal data will be used, namely for the purposes of recruitment, and how long it will usually be retained for. It provides you with certain information that must be provided under the UK General Data Protection Regulation (UK GDPR).

This policy is intended for use in conjunction with the RM plc Data Protection Policy (available on request).

### 1.3 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.
- Kept securely.

## 2. Collecting your personal data

### 2.1 The data we collect

In connection with your application to work with us, we will collect, store, and use the following categories of personal data about you:

- Information you may provide in a curriculum vitae (CV) and covering letter.
- Information you provide on our application form, including name, title, address, telephone number, personal email address, date of birth, gender, employment history, and qualifications.
- Information you may provide us during an interview.

If RM offers you a role, then prior to you joining, we may also collect, store and use the following types of more sensitive personal data:

- Information about criminal convictions and offences, should such information be required for the role(s) for which you are applying.
- Information about your health, including any medical condition, health and sickness records.
- Information about your race or ethnicity, religious beliefs, sexual orientation and neurodiversity, should you wish to provide this.

### 2.2 How we collect your personal data

We collect personal data about you from the following sources:

- When you provide us with your personal data.
- The recruitment agency, should you have applied through one.
- Our third-party background check provider, should your role have required such a check to have been completed.
- Your named referees.

### 3. How your information will be used

#### 3.1 Purposes

1. As your potential employer, RM needs to keep and process information about you for normal recruitment purposes. The information we hold and process will be used for our management and administrative use only. We will keep and use it to enable us to run the business and manage our relationship with you effectively, lawfully and appropriately, during the recruitment process, whilst you are working for us, at the time when your employment ends and after you have left.
2. We will use the personal data we collect about you to:
  - Assess your suitability for the role(s) to which you have applied.
  - Carry out background and reference checks, where applicable.
  - Communicate with you about the recruitment process,
  - Keep records related to our hiring processes.
  - Comply with legal or regulatory requirements.
3. If, in the future, we intend to process your personal data for a purpose other than that for which it was collected, we will provide you with information on that purpose and any other relevant information. You will always have the option to delete your data or request us to do so.
4. We do not use automated decision-making when processing your data.

#### 3.2 Lawful Bases

1. In order to process personal data, a prospective employer must have a lawful basis to do so. UK and EU data protection laws provide six lawful bases for processing personal data:
  - Consent
  - Contract
  - Legal obligation
  - Vital interest
  - Public interest
  - Legitimate interests
2. Like other organisations, RM uses different lawful bases for different purposes. What follows is a summary of how these lawful bases are used during the recruitment process. However, you can always get more detailed and specific information by contacting the Data Protection Officer ([dataprotection@rm.com](mailto:dataprotection@rm.com)).

- **Consent [UK and EU GDPR Article (6) (1) (a)]** > *“the data subject has given consent to the processing of his or her personal data for one or more specific purposes”*

In line with advice from the Information Commissioner’s Office<sup>1</sup> (ICO), the UK’s data protection regulator, RM generally avoids the use of consent as a lawful basis for processing data for employment matters, since the relationship between a prospective employer and a prospective employee is not

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<sup>1</sup> The ICO is the UK’s independent body set up to uphold information rights (source [here](#)).

usually an equal one, and therefore it is possible that consent might not always be freely given or easy to withdraw.

An exception to this is the collection of special categories of data. When you apply to RM, you will be given the opportunity to provide personal data relating to EDI (Equity/Equality, Diversity & Inclusion), should you wish to do so.

- **Performance of a contract [UK and EU GDPR Article (6) (1) (b)]** > *“processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract”*

Examples would include:

- To set up payment processes before your start date, RM needs to process personal data such as your bank account details.

- **Legal Compliance [UK and EU GDPR Article (6) (1) (c)]** > *“processing is necessary for compliance with a legal obligation to which the controller is subject”*

Examples would include:

- Providing information to government, e.g. HMRC, for tax accounting purposes.
- Processing data in order to comply with Health & Safety regulations.

- **Vital interests [UK and EU GDPR Article (6) (1) (d)]** > *“processing is necessary in order to protect the vital interests of the data subject or of another natural person”*

RM does not use this lawful basis during the recruitment process.

- **Public interests [UK and EU GDPR Article (6) (1) (e)]** > *“processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority”*

This lawful basis does not apply to RM.

- **Legitimate Interests [UK and EU GDPR Article (6) (1) (f)]** > *“processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child”*

Examples would include:

- Retaining unsuccessful applicant data for a specific period of time in order to manage potential complaints.
- Managing background checks for specific roles and for specific contracts.
- Operating CCTV technology in RM-managed offices.

Outside of the UK and the EU, we will use these lawful bases to the extent we are allowed to do so under the laws of the jurisdiction where you would be employed. Where this is not allowed, we will comply with the laws of the jurisdiction where you would be employed.

### 3.3 Data collection stages

1. Data is collected from, and about, future employees of RM in three stages:
  - Application stage – when you complete an application to work for RM.
  - Pending employment stage – when you have been offered a role at RM but before your start date.
  - Employment stage – after your start date at RM.

### 3.4 Background checks and criminal conviction data

1. The UK GDPR provides additional safeguards in connection with the processing of personal data relating to criminal convictions and offences. This personal data may only be processed under the control of an official authority or when the processing is authorised by law, which provides for appropriate safeguards for the rights and freedoms of data subjects.
2. In the UK, the official authority which carries out standard and enhanced criminal record checks is the Disclosure and Barring Service (DBS). In England and Wales, the DBS also provides basic checks, which may be applied for by an individual in relation to their own criminal records history. In Scotland, Disclosure Scotland provides basic checks.
3. Not all roles are eligible for checks. A standard check may only be carried out if the role is listed in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. An enhanced check may only be carried out if the role is listed in that Order and also the Police Act 1997 (Criminal Records) Regulations (SI 2002/233).
4. The Data Protection Act 2018 (DPA 2018) imposes further requirements when an employer wishes to process personal data relating to criminal convictions or offences. Such processing is permitted if one of the conditions in Part 1, Part 2 or Part 3 of Schedule 1 to the DPA 2018 is satisfied. The one most relevant in the employment context is that:
  - The processing is necessary for the purposes of carrying out the legal rights and obligations of the controller or data subject in connection with employment. To process such data lawfully, the employer must have an appropriate policy document in place, as well as additional safeguards (paragraph 1 and Part 4, Schedule 1, DPA 2018).
5. All roles in RM require a right to work check and we use a third party, Zinc, to complete these on our behalf.
6. RM also recruits for some roles that require a criminal convictions or background check to be completed during the pending employment stage. Most of these roles are schools-based, for which safeguarding regulations require such a check. However, other roles may also require a background check. A full list is available on request.
7. The background check is made after you have accepted the offer of a role, but before you start work with RM.
8. If you decide that you do not wish a background check to be made, RM will not be able to progress your application for that role.
9. Background checks are also managed by our third-party provider, Zinc. If you decide to proceed with your application after an offer has been made for a role that requires a background check, your contact details will be shared with them.

### 3.5 Special categories of personal data

1. RM's recruitment process does not require the collection and processing of special categories of personal data.
2. During the pending employment stage, before you start work, further information will be collected from you, e.g. bank account details in order to set up salary payment.
3. During the pending employment stage, you will also have the opportunity to provide information about yourself relating to EDI (Equality/Equity, Diversity and Inclusion). RM seeks to create an inclusive working environment and, in order to measure, report on and ultimately close any gaps in its diversity, RM collects data on gender identity, religion and other categories on a voluntary basis. No-one is required to provide such data and data previously provided can be changed or deleted at any time.
4. During the recruitment process, candidates are given the opportunity to provide information, on a voluntary basis, about any health conditions or disability that might enable RM to make any appropriate adjustments to how the application and recruitment are managed.

### 3.6 Protecting your data

1. All candidate data is managed within an ISO 27001-certified Information Security Management System (ISMS). A range of technical measures are used in order to secure and protect your data. These include:
  - Cryptographic controls
  - Network controls
  - Access controls
  - Asset management
  - Device management
  - Hosting controls (Microsoft Azure)
  - Monitoring, logging and alerting
  - Vulnerability management
  - Patches, updates and back-up.

A range of policies, documented procedures and organisational measures are also used to support the protection of your data.

Full details of the technical and organisational measures used to protect your data are available on request from the Data Protection Officer ([dataprotection@rm.com](mailto:dataprotection@rm.com)).

2. Your personal data will be retained in accordance with RM's data retention framework for candidate data. If your application is unsuccessful, your data will be deleted unless you provide consent for it to be retained, which will allow RM to contact you about further job opportunities. This contact data is deleted two years after your last login.

### 3.7 Data sharing and transfers

1. We will only disclose information about you to third parties who are involved in the recruitment process, e.g. background checks for certain roles. A full list of these third parties can be found at the end of this policy.
2. If RM shares your data with any third parties during the recruitment process, e.g. for background checks, those third parties will have been subject to information security and data protection risk assessments. 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.

3. Where your data is transferred to processors or RM Group companies outside the UK and European Economic Area in countries which have not been approved by the ICO and the European Commission as having adequate protections in place for the purpose of the transfer of personal data, the relevant RM Group companies shall have entered into an agreement with the relevant processor or RM Group companies based upon the following:
- for personal data subject to the UK GDPR, the UK international data transfer agreement (IDTA) or the international data transfer addendum to the European Commission's standard contractual clauses for international data transfers addendum approved by the ICO, and/or
  - for personal data subject to the EU GDPR, standard contractual clauses approved by the European Commission.

In addition, such agreements shall include security obligations on the processor or relevant RM Group company.

If you do not wish your data to be transferred on this basis, then you should not proceed with your application.

## 4. Your rights

### 4.1 During the recruitment process

Under certain circumstances, by law, you have the right to:

- Request access to your personal data (commonly known as a “data subject access request”). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- Request correction of the personal data 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 data. This enables you to ask us to delete or remove personal data 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 data where you have exercised your right to object to processing (see below).
- Object to processing of your personal data 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.
- Request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal data to another party.

If you want to review, verify, correct or request erasure of your personal data, object to the processing of your personal data, or request that we transfer a copy of your personal data to another party, please contact [dataprotection@rm.com](mailto:dataprotection@rm.com).

### 4.2 Withdrawal of consent

RM does not use the lawful basis of consent to collect data from you during the application stage.

During the pending employment stage, i.e. after you have been offered a role but before you start work, you can voluntarily provide data relating to equity/equality, diversity and inclusion (see 3.5 above). You can withdraw your consent at any stage.

### 4.3 Data Protection Officer

RM has appointed a Data Protection Officer (DPO) to oversee compliance with this privacy policy. If you have any questions about this privacy policy or how we handle your personal data, please contact the DPO at [dataprotection@rm.com](mailto:dataprotection@rm.com). You have the right to make a complaint at any time to the ICO who is responsible for data protection issues in the UK.

### 4.4 EU Representative

As RM processes personal data of EU nationals, and in compliance with the UK GDPR Article 27, we have appointed Willans Data Protection Services as our representative in the EU. They can be contacted as follows:

**Address:** Willans Data Protection Limited, 2 Pembroke House, 28-32 Upper Pembroke Street, Dublin, Ireland D02 EK84.

**Email:** <https://www.willansdataprotectionservices.com/make-a-data-request/>

Telephone: 00 353 1 447 0402

## 5. Third Parties

RM uses the following third parties in the application and recruitment process:

| Name                 | Role in application and/or recruitment process                                                                                                                                                                                                                                                                                                                                         | Type(s) of role                                                                    | Type(s) of personal data processed                                                                                                                                                                                                                                                                                                                |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| iCIMS                | RM uses the iCIMS platform for managing job applications.<br><br>iCIMS provides technical support for their platform and therefore could, in certain circumstances, access your data in accordance with the Data Processing Agreement signed with RM.                                                                                                                                  | <ul style="list-style-type: none"> <li>• Permanent</li> <li>• Temporary</li> </ul> | Information you provide on our applications form, including name, title, address, telephone number, personal email address, date of birth, gender, employment history, and qualifications.                                                                                                                                                        |
| Ceridian             | RM uses the Dayforce platform for employment data and, during the pending employment stage, some data will be added to the platform, including any EDI data you have chosen to provide.<br><br>Ceridian provides technical support for their platform and therefore could, in certain circumstances, access your data in accordance with the Data Processing Agreement signed with RM. | <ul style="list-style-type: none"> <li>• Permanent</li> <li>• Temporary</li> </ul> | Information you provide on our applications form, including name, title, address, telephone number, personal email address, date of birth, gender, employment history, data collected in P45 and tax forms, and for permanent employees only qualifications.<br><br>Confirmation of background checks.<br><br>EDI data (optional), e.g. religion. |
| Zinc                 | Background checks (see 3.4 above).                                                                                                                                                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>• Permanent</li> <li>• Temporary</li> </ul> | All roles require a right to work check.<br><br>If a role requires a criminal records check, Zinc will inform RM if a check has disclosed a record, but details will not be provided to RM.                                                                                                                                                       |
| Medigold             | Candidates for permanent roles complete a medical questionnaire.                                                                                                                                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>• Permanent</li> </ul>                      | Health data (this is collected and processed by Merigold; details are not shared with RM).                                                                                                                                                                                                                                                        |
| Recruitment agencies | Recruitment agencies provide us with candidates by uploading their applications into the iCIMS platform. They upload the CV and the candidate's details including contact details.                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>• Permanent</li> <li>• Temporary</li> </ul> | Personal data including name, address, contact number.                                                                                                                                                                                                                                                                                            |

|                                             |          |                                                                                 |           |
|---------------------------------------------|----------|---------------------------------------------------------------------------------|-----------|
| Apprenticeship<br>Training<br>Providers     | As above | <ul style="list-style-type: none"><li>• Permanent</li><li>• Temporary</li></ul> | As above. |
| Skills<br>Bootcamp<br>Training<br>Providers | As above | <ul style="list-style-type: none"><li>• Permanent</li><li>• Temporary</li></ul> | As above. |

RM may also share your data with other third parties is required to do by legal or regulatory obligations.

## 6. Document Information

### 6.1 Version History

| Version | Status     | Comment | Date     |
|---------|------------|---------|----------|
| 0.1     | Draft      |         | 08/05/24 |
| 1.0     | Definitive |         | 23/07/24 |
|         |            |         |          |
|         |            |         |          |

This policy will be reviewed and, where necessary, updated on at least an annual basis. The updated policy will be made available on RM's recruitment portal.