

## Privacy Statement for Job Applicants

At Advanced Utility Networks ( including its subsidiaries) we're committed to protecting and respecting your privacy. This Policy explains when and why we collect personal information in relation to our recruitment processes, how we use it, the conditions under which we may disclose it to others, how we keep it secure and what rights you have in relation to it.

Whilst the content of this privacy notice is accurate at the date of issue, Nexus Infrastructure plc may need to make changes in the future. You will be notified of any relevant changes.

### Why we need personal information

We obtain information about you when you apply for a position with us. This is so we can assess your suitability for the role you have applied for. If you fail to provide the information we need when requested, we may not be able to process your application successfully.

### What type of information is collected from you?

Advanced Utility Networks will only collect and use information that is relevant to the recruitment process. Depending on your circumstances, this will include the information you provided in your application form and covering letter, any information provided via our online recruitment portal, and the information you provide during an interview or other selection process. If your application proceeds to offer we will also be obtaining information from your referees.

The personal information we collect might include:

- Your name, address, email address, contact details.
- Date of birth, sex, disabilities.
- Your next of kin / emergency contact details.
- Your CV, education and qualifications.
- Work experience.
- Personal characteristics such as gender and ethnic group.

### How is your information used?

We may use your information to:

- Establish your right to work.
- Establish your suitability to work for us and to process a job application.

- Enable us to contact you

If you have disclosed particularly sensitive personal information we may use it 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.
- We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting. This information will not be available to anyone involved in the selection process and will not be published except as part of a set of anonymised statistics.

### Storage and destruction

We will retain your personal information for twelve months after we have communicated to you our decision about whether to appoint you. This is 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 unless your application had been successful and you have started employment with us.

### Sharing your personal information

We will only share your personal information with the following third parties for the purposes of processing your application:

- Recruitment consultants.
- Third party assessments eg driving licence checks  Other companies within the Nexus group.

We will not sell or rent your information to third parties.

We will not share your information with third parties for marketing purposes.

We may transfer your personal information to a third party in order to comply with any legal obligation however, we will take steps with the aim of ensuring that your privacy rights continue to be protected.

### Data Security

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.

### How you can update your information

The accuracy of your information is important to us. If you change address, email address, or any of the other information we hold is inaccurate or out of date, please contact the HR team on 01376 320856.

### 16 or Under

We are concerned to protect the privacy of children aged 16 or under. If aged 16 or under, we will obtain parent/guardian's permission beforehand whenever we are provided with personal information. All personal details of those carrying out work experience with us are contained on our secure payroll system.

### Your rights

You have the right to access the personal information that we hold about you. You can also ask us to correct any errors and, in certain circumstances, you can request that the use of your personal information is restricted. Where the processing is taking place in pursuit of our legitimate interests, you also have the right to object to that processing or request that your personal information is erased. Please contact us in relation to any such requests using the contact details below.

At any time, you also have a right to lodge a complaint with the Information Commissioner's Office at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Tel: 0303 1231113 or 01625 545700  
Fax: 01625 524510

### Contact details

If you have any questions about this Privacy Statement, please contact the Group Company Secretary on 01376 320856

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