



**RTS Waste Management Limited, Crossways Recycling Limited
& Wasteology Limited**

Job Applicant Privacy Policy

This Data Privacy Notice covers practices for RTS Waste Management Limited (RTS), Crossways Recycling Limited and Wasteology Limited, part of the Mobius Recycling Group Job Applicant process including data collection, data processing and data sharing.

DATA COLLECTION

If you are interested to apply for a position at RTS or to learn more about a position you may be asked to provide personal information such as contact details or professional background qualification information. This could be collected from you through the RTS Careers Page on our website or by telephone or by email. The information you provide RTS is processed and used by RTS only for the job recruitment, applicant and placement process.

DATA TRANSFERS & DATA SHARING

In the course of the RTS job recruitment, applicant and placement process, personal data and professional information you provide to RTS maybe processed, transferred, shared with individuals participating in the recruiting and interviewing process. We may also use contracted third party suppliers or services in the job recruitment, applicant and placement process. We also reserve the right to disclose your information as required by law, court order, or legal process served on us, when we believe that the disclosure is necessary to protect our rights, or to combat suspected fraudulent activities.

WEBSITE COOKIE USE

The RTS website may use cookies in the performance of its data collections functions.

DATA RETENTION

We retain the information provided to use for a job reasonable time period that allows for future job candidate recruitment, applicant and placement processing. Also we may retain some job candidate recruitment, applicant data that is necessary to comply with local legal and government reporting obligations.

CANDIDATE BACKGROUND CHECKS

RTS may contract with trusted third parties to perform background check procedures on job candidates. However, before a background check is performed we will contact you to obtain you permission for performance of a background check and to provide you with the information on how you can obtain a copy of the information from the background check third party supplier if you have questions or concerns.

DATA SECURITY

We have put in place reasonable administrative, technical, and physical safeguards to protect against unauthorised access to the information we collect. However, no security measures are 100% impenetrable and we cannot guarantee against all potential security breaches. Moreover, the transmission of information over the internet is not inherently secure, and we are not responsible



for the transmission of information over networks that we do not control. Your use of our website service demonstrates your assumption of these risks.

DATA TRANSFER IN MERGER & ACQUISITIONS

In the event we go through a business transition, such as a merger, acquisition by another company, or sale of all or a portion of its assets, your information may be among the assets transferred.

SUBJECT ACCESS REQUESTS TO DATA HELD

Should you wish to access the information held by us about you, please let us know by contacting us in writing in the Contact Us section below. Any access request may be subject to a small fee to meet our costs in providing you with the details of the information we hold about you. If your personal details change, if you have any queries about how we use your information, or if you would like to modify or remove personal data about you that is being held by us, then you should contact us with your specific requests using the information in the Contact Us section below.

DELETION OF DATA

After the application process, and the advertised vacancy has been recruited, RTS will hold unsuccessful candidate information for a period of 6 months after the application closing date. Candidate information after this period will be deleted electronically. Hard copy application forms and CV's/Resumes will be physically destroyed and disposed of accordingly.

If you would prefer RTS Waste Management Limited to delete your information before the above mentioned retention period, please contact us as soon as possible.

CONTACT US

HR Department: careers@rtswaste.co.uk

RTS Waste Management Limited

Unit 1 Stockholm Road, Bermondsey, SE16 3LP, United kingdom

Signed:

Date: **01.04.2020**

Position: **Managing Director**