



Job Applicant Privacy Notice

This Job Applicant Privacy Notice (“**Privacy Notice**”) explains what types of personal information, also referred to as personal data, we may collect about job applicants.

In this Privacy Notice the terms “**Project Group**,” “**we**,” “**us**”, and “**our**” refers to Project Group UK Limited Registered Number 10174050 and Associated Companies (**Project Studio Limited Registered Number 13677381. Project Interiors Limited Registered Number 10177129, Project FF&E Limited Registered Number 07121484, Project Furniture Limited Registered Number 10176935, Project Furniture Residential Limited Registered Number 12493696**).

This Notice is intended to describe the broadest range of our information processing activities we carry out and to provide transparency to job applicants regarding the personal data we process about them. In addition, it is the intended purpose of this notice to demonstrate compliance with the UK GDPR, Data Protection Act 2018 and the General Data Protection Regulations.

1. Purpose

This purpose of this Notice is to provide job applicants with information regarding the personal data we collect, the purposes and other information related to processing the data. When processing data of a personal and sensitive nature, there is an obligation, set out in law, to inform the data subject of the processing.

2. Data Protection Framework.

Project Group Ltd is the data controller for the personal data we process and is responsible for the personal data of job applicants (the “Data Subject”) processed in connection with your seeking employment.

We have aligned this Privacy Notice with the Data Protection Act 2018 and for so long as it applies, the General Data Protection Regulations (GDPR), under the supervision of the ICO within the UK.

We have appointed a Data Protection Officer (DPO) who is responsible for overseeing questions in relation to this privacy Notice. If you have any questions about this privacy Notice, please contact the DPO using the details set out below.

Contact Details:

Project Group
Dalton House
17 Harrison Road
Halifax
HX1 2AF
T. 01422 322662

Our Data Protection Officer:

Dave Draycott
Email address: privacy@project-group.co.uk

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3. Third Party Services

In some cases, you may provide personal information to third parties that share your data with us. This could be, for example, an external third-party website when seeking employment. The use of such third-party services may be governed by separate terms of use and privacy policies which are not under our control and are not subject to this Privacy Notice. Please contact such third parties for questions regarding their privacy practices.

4. Lawful Basis for Processing Personal Data of Candidates

We process the personal data of those seeking employment, under GDPR Article 6 (1) (b) where “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”.

5. What is Personal Information?

Personal information, also known as personally identifiable information or personal data, for purposes of this Privacy Notice means any information that (i) directly and clearly identifies an individual, or (ii) can be used in combination with other information to identify an individual.

Examples of personal information include:

- An individual’s name
- An individual’s photograph.
- Employee ID number.
- Home address.
- Home phone number.
- Personal email address.
- Names of family members.
- Date of birth.

6. What are Special Categories of Personal Information?

Sensitive personal information is a subset of personal information that may be more sensitive in nature for the individual concerned.

- Race and ethnic information.
- Sexual orientation.
- Political/religious beliefs.
- Taxpayer/government issued identification numbers i.e., national insurance or social security numbers.
- Financial information.
- Health or medical information.
- Criminal records.

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7. What Personal Information Do We Collect

Prior to and in anticipation of making an offer of employment, we collect and maintain different types of personal information about you at the interview stage. We will only ask you for the minimal amount of data prior to offering you employment. The data we collect includes:

- Name, gender, home address and telephone number, and date of birth.
- Residency and work permit status, nationality, and passport information.
- Work history, technical skills, educational background, professional certifications and registrations, language capabilities, and training records.
- Where permitted by law and applicable we may collect the results of credit and criminal background checks, the results of drug and alcohol testing, screening, health certifications, driving license number, vehicle registration and driving history where applicable.
- DBS checks where applicable.
- Letters of offer and acceptance of employment.
- Your resume or CV, cover letter, previous and/or relevant work experience or other experience, education, transcripts, or other information you provide to us in support of an application and/or the application and recruitment process.
- References and interview notes.
- Information relating to any previous applications you may have made with us and/or any previous employment history with us.

We only request references, conduct DBS checks or take copies of your passport if your initial application has been successful and we expect to offer you employment.

8. How Do We Collect Data?

Generally, we collect personal information directly from you in circumstances where you provide personal information (e.g., during the interview process). However, in some instances, the personal information we collect has been inferred about you based on other information you provide us, through your interactions with us, or from third parties. When we collect your personal information from third parties it is either because you have given us express permission to do so, your permission was implied by your actions (e.g., your use of a third-party employee service made available to you by us), or because you provided consent to the third party to provide the personal information to us.

We reserve the right to monitor the use of our premises, equipment, devices, computers, network, applications, software, and similar assets and resources. In the event such monitoring occurs, it may result in the collection of personal information about you. Where such activity is necessary, we have established policies and procedures to protect your privacy.

We do not use social media or internet searches, for example Facebook to collect personal data about you, however we will use professional sites such as LinkedIn and other recruitment sites where you have provided the content for such purposes.

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9. How We Use the Personal Information We Collect

We may use your personal information in order:

- To manage all aspects of the job applicant’s offer of employment relationship, including, the establishment of employment relationships. Examples of activities related to this include determining eligibility for initial employment, including the verification of references and qualifications; UK residency status; conflict of interest reporting; assessment of qualifications for a particular job or task.
- For use in video conferencing.
- Administer our occupational safety and health programs.
- To protect the safety and security of our workforce, guests, property, and assets (including controlling and facilitating access to and monitoring activity on and in our premises, including the use of CCTV if you visit our premises.

10. Sharing Personal Information

Your personal information may be shared, including to our affiliates, subsidiaries, and other third parties, as follows:

- In order to carry out the uses of personal information described above (see, How We Use the Personal Information We Collect).
- When using or collaborating with third parties in the operation of our business, including third party employment services.
- When we share personal information with third parties, we require that they only use or disclose such personal information as necessary to provide the requested services to us and in a manner consistent with the use and disclosure provisions of this Privacy Notice and applicable law.
- If we determine it is necessary or desirable to comply with the law or to protect or defend our rights or property.
- As necessary to protect the rights, privacy, safety, or property of an identifiable person or group or to detect, prevent or otherwise address fraud, security or technical issues, or to protect against harm to the rights, property or safety of our business, our users, applicants, candidates, employees or the public or as otherwise required by law.
- Where the personal information is public and there is a legal basis.
- To seek advice from our lawyers and other professional advisers.
- Typical sharing arrangements include storage on cloud-based systems, IT service providers for support purposes and outsourced HR services.
- For use in video conferencing, if applicable.

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11. Access to Personal Information We Collect

You can ask to see the personal information that we hold about you. If you want to review, verify or correct your personal information, please submit a written request.

When requesting access to your personal information, please note that we may request specific information from you to enable us to confirm your identity and right to access, as well as to search for and provide you with the personal information that we hold about you.

Your right to access the personal information that we hold about you is not absolute. There are instances where applicable law or regulatory requirements allow or require us to refuse to provide some or all of the personal information that we hold about you. In addition, the personal information may have been destroyed, erased, or made anonymous. In the event that we cannot provide you with access to your personal information, we will inform you of the reasons why, subject to any legal or regulatory restrictions.

12. Correction of Collected Personal Information

We endeavour to ensure that personal information in our possession is accurate, current, and complete. If you believe that the personal information we hold is incorrect, incomplete, or outdated, you may request the revision or correction of that information. We reserve the right not to change any personal information we consider is accurate.

If it is determined that personal information is inaccurate, incomplete, or outdated, we will use reasonable efforts to revise it and, if necessary, use reasonable efforts to inform agents, service providers or other third parties, which were provided with inaccurate information, so records in their possession may be corrected or updated.

13. Retention of Collected Information

Except as otherwise permitted or required by applicable law or regulatory requirements, we will retain your personal information only for as long as we believe it is necessary to fulfil the purposes for which the personal information was collected (including, for the purpose of meeting any legal, accounting, or other reporting requirements or obligations).

You may request that we delete the personal information about you that we hold. There are instances where applicable law or regulatory requirements allow or require us to refuse to delete this personal information. If we cannot delete your personal information, we will inform you of the reasons why, subject to any legal or regulatory restrictions.

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If your application is unsuccessful, we would like to process your data for 6 months for the purposes of future job openings, for which we require your consent.

If you consent to us processing your data for this purpose, please sign below:

Name _____ Signature _____ Date _____

14. Requests to Access, Delete, Correct Information, or Withdrawal of Consent

Please submit requests to access, delete, or correct your personal information in writing. Any request by you to us to delete your personal information may not result in deletion of any information submitted by you to a third-party provider. If you require the third-party to delete any of your personal information, you must contact the third party directly to request such deletion. You have a right to withdraw consent if that was the legal basis relied on at the point of processing.

15. International transfers

The personal data we collect about you at the point of job application is not transferred outside the EEA.

16. Resolving Concerns

If you have questions or concerns regarding the handling of your personal information, please contact the Data Protection Officer. Alternatively, you may report concerns or complaints, including information about potential data breaches involving personal information to the Information Commissioners Office.

17. Changes to Privacy Notice

This Privacy Notice is reviewed periodically to ensure it accurately captures all types of data collected or any additional or different processing of such data. We may, therefore, change this Privacy Notice at any time.

18. Security of Collected Information

We are committed to protecting the security of the personal information we process, and we take reasonable physical, electronic, and administrative safeguards to help protect your data. For more information on safeguards please contact the Data Protection Officer.

19. Your rights

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If you have any concerns about this privacy notice or how we process your data, you have the right to raise your concerns with the Information Commissioners Office <https://ico.org.uk/make-a-complaint/>

20. Signatures

Please sign to say you have read and understood this document. if you do not understand it, please ask for clarification before signing.

Name _____ Signature _____ Date _____

Name: **Jamie Watson**
Group CEO

Date: **29.05.2026**

Signed.....

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