



# STP Candidate Privacy Notice Statement

**The GDPR is the legal regulation for collecting and processing of personal information of individuals within the European Union. The GDPR outlines the principles of data management and the rights of the individuals regarding the personal data that is collected and processed.**

Sandberg Translation Partners Ltd (STP) places great importance to the correct, lawful and fair handling of all personal data, respecting the legal rights, privacy and trust of all individuals with whom it deals. STP is committed to ensuring that your personal data is used lawfully, fairly and in a transparent way in compliance with the GDPR.

We have created this Candidate Privacy Notice to explain how your personal data is collected, stored and handled during the recruitment process.

## Why we collect your data

We collect your data to process your application during the recruitment process. STP has a legitimate reason to process your data during the recruitment process. The personal data that we collect is necessary in order for you to be employed at STP, so we have a contractual and/or legal obligation to collect this data.

## What data do we collect?

The information that we collect includes:

- Name, address, contact details
- Your qualifications, skills, professional experience and employment history
- Current and expected salary level
- Information about your right to work in the country where our vacancy is located, and necessary supporting documents

If we offer you a job, we will ask you for additional information, such as:

- A copy of your passport or ID card (not required for Bulgarian applicants)
- If you have a disability that the company would need to make reasonable adjustments for
- Whether you have any convictions that would affect your employment
- Membership of any professional bodies

## How we collect your data

We will collect the information from various sources. These sources are:

- CV's, application forms
- Passport, ID information
- Driving licence
- Interviews
- Assessments including online tests
- Past employers through references

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## Who has access to your data?

In the recruitment stage, your information will be shared with members of the following STP departments.

- HR
- Senior Managers
- Managers and Team Leaders
- Third parties to obtain a reference from a previous employer

Some of your personal data will be transferred to third party providers to comply with your contract. We may be asked to provide your personal data to local government departments in the countries we operate.

## How is your data protected?

We are committed to ensuring that all data including special categories is kept secure. If we do not offer you a job, we will hold your CV for 6 months and at the end of this time your recruitment file will be deleted or destroyed.

## What are your rights?

As a data subject you have many rights under the GDPR:

- Access and obtain a free copy of your data on request;
- To change incorrect or incomplete information;
- To require STP to delete or stop processing your data, when the information is no longer necessary for the purpose of processing;
- Object to STP processing your data when STP is relying on legitimate reasons as the legal grounds for processing.

If you would like to exercise these rights, please contact our HR department at [stp.hr@stptrans.com](mailto:stp.hr@stptrans.com). In the UK, you can contact the Information Commissioner if you believe that you have not been protected by the data protection rights.

## Automated decision making

STP does not make automated decisions during the recruitment process.