
Title	Recruitment Privacy Notice
Version Number	1
Issue Date	March 2023
Review Date	March 2024
Author	Melanie Wensley, Assistant Company Secretary
Approver	Adrian Bratt, Executive Director and General Counsel

Your Privacy and Princess Yachts Limited

This Recruitment Privacy Statement sets out how we, Princess Yachts Limited whose registered office is at Newport Street, Plymouth, PL1 3QG (Company Number 00856633, Country of Origin: England and Wales) ("Princess", "We", "Us" or "Our"), intend to protect your privacy when applying for a role with us using our Recruitment site, and describes your rights and the manner in which any of your personal data will be collected and used.

We strongly believe in the importance of keeping the personal data of our candidates private. We will never use your information for any use beyond that stated or the permissions you give us or to conform with our legal requirements.

What sort of data is collected?

We collect personal data about you to help in the recruitment process. This data consists of personal information such as your name, address, e-mail address, work and education history, plus your nationality, and may include health records. Most of this information will be collected directly from you, but we may also receive information about you from your named referees depending on your role, from whom we collect the following categories of data: full name, periods of previous employment, performance during previous employment. We may also process your information from publicly accessible sources, such as LinkedIn, etc., where we collect your full name, email, work history, and other data included on your profile.

We collect and process this information to decide whether to appoint you to the role and it will be in our legitimate interests to appoint a suitable candidate. We will also need to process your personal data to decide whether to enter into a contract with you. If we collect any health information about you, such as to make adjustments for you, we will request your consent at the time of collection.

If you are not successful in your application to us, your personal information will usually be retained for the period of the recruitment exercise and then after for 6 months. It is then destroyed unless its retention is required to satisfy audit, legal, regulatory or accounting requirements or to protect our interests. We will not sell, trade, rent or pass on your personal information to any organisation other than those involved in the recruitment, selection and employment process, or use this information ourselves for any purpose other than those stated here without your consent. If your application to us is successful, the information provided to us will be retained by us and transferred to your personnel file (for which you will receive a separate privacy policy setting out how this information is handled).

By continuing with your submission and registering your details with us, you understand that we will:

- a) collect and process your data, including any personal data, for the purposes of your prospective and, if successful, continuing employment with us, including, where appropriate, us conducting necessary checks and any investigation to protect our business interests.
- b) pass any such data, including sensitive personal data, to professional and/or medical advisors, or in compliance with any legal or regulatory requirements or proceedings.

Your CV

When you complete the application process by emailing your CV and covering letter to us it will be made available to our recruitment team in connection with the recruitment process.

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Job Applications

If you have applied for a job with us the information you provide will be used to determine your suitability for the position and, if applicable, in determining terms of employment or engagement. It may also be included in management information used to monitor recruitment initiatives and equal opportunities policies.

If your application is progressed further, we may undertake pre-employment checks in order to verify or obtain extra information, which may include necessary checks, such as, academic qualification checks and employer references. Details may also be disclosed if required by law or for the purposes of Princess' business requirements (e.g. to auditors or third party service suppliers). If you are successful and we offer you a position, the data you submit to us during this recruitment stage will be transferred to your personnel file.

If your application is unsuccessful, we may try to find you employment with other possible matching vacancies and may use your submitted details in connection with the recruitment process (which for these purposes includes the process of gaining employment and any ongoing administrative process involved, unless you tell us otherwise). Notwithstanding this, we will delete your data after 6 months of your application being unsuccessful.

Notification of changes

Any changes we make to our Recruitment Privacy Statement will be set out here. If at any time you have questions or concerns about the statement please convey them by emailing privacy@princessyachts.com.

Your rights

You may have some or all of the following rights under data protection law:

- to access or receive a copy of the personal data held about you;
- to request us to make any changes to your personal data if it is inaccurate or incomplete;
- to request your personal data is erased where we do not have a compelling reason to continue to process such data in certain circumstances;
- to receive your personal data in a structured, commonly used and machine-readable format;
- to object to, or restrict, our processing of your personal data in certain circumstances;
- to withdraw your consent to our use of your personal data, where we are processing personal data based on your consent;
- if we use your personal data on the basis of having a legitimate interest, you can object to our use of it for those purposes, giving an explanation of your particular situation, and we will consider your objection; and
- to lodge a complaint with the data protection regulator, which is the Information Commissioner's Office.

To exercise any of your rights set out above, please contact us at privacy@princessyachts.com and let us know the information to which your request relates, including any account or reference

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numbers, if you have them. We may request proof of your identity to enable us to process your request.

Acceptance

You agree that any information, including your CV, which is collected by Princess on this website is accurate and complete and may be used and disclosed for such purposes and to such third parties in accordance with this Recruitment Privacy Statement. You understand that any misrepresentation of any information provided by you may result in the termination of any application or employment.

By submitting your personal data, including your CV, you acknowledge that you have read, understood and accept our Recruitment Privacy Statement.

If you provide your health or other sensitive data, please tick this box to provide your consent to our processing it for the purposes of recruitment.