Candidate Privacy Notice Policy

This Policy shall be implemented, maintained and communicated to all employees and shall be made available to third parties upon application to Nomad Digital.

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Role:	Global HR Director	Role:	Managing Director
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1 What is the Purpose of this Document

Nomad Digital (“ND”) is committed to protecting the privacy and security of your personal data.

In most cases, ND is "data controller" in relation to the personal data of any candidates applying to work for / with ND. This means that ND is responsible for deciding how it holds and uses your personal data. Where ND engages a “data processor” to process your personal data on its behalf, ND will enter into a written agreement to ensure that the relevant data processor complies with the law and has appropriate safeguards in place to protect your personal data.

You have been provided with this privacy notice because you are applying to work for / with ND, whether as an employee, worker or contractor and those applying for work experience. It is important that you read this privacy notice, so that you are aware of how ND is using your personal data.

2 Data Protection Principles

ND will comply with data protection law and principles, which means that your personal data will be:

- used lawfully, fairly and in a transparent way;
- collected only for valid purposes that have been clearly explained to you and not used in any way that is incompatible with such purposes;
- relevant to the purposes that ND has told you about – and limited to such purposes;
- accurate and kept up to date;
- kept only as long as is necessary for the purposes that ND has told you about; and /or
- kept securely.

3 What Personal Data Does ND Collect, Store And Use?

Personal data means any information about an individual from which that person can be identified. It does not include data where the identity has been removed, e.g. anonymous data.

There are "special categories" of more sensitive personal data, which require a higher level of protection, such as information about a person's health or sexual orientation. In relation to special category data, please refer to paragraphs 8 and 9 below.

In connection with your application to work for / with ND, the following personal data may be collected, stored and used:

- any information that you provide in your curriculum vitae (CV) and covering letter
- any information that you provide on your application form, including your name, title, address, telephone number, personal email address, date of birth, gender, employment history, membership of any professional body and training / qualifications;
- any information that you provide during an interview;
- any information that you disclose during a phone call with HR or the relevant recruitment manager;
- any information found on your personal LinkedIn profile;
- any information from the results of any competency assessments that you may be required to complete as part of the application process;

- any other information that you disclose during or after the application process;
- any feedback or scores on your application; and /or
- any information relating to your immigration and right to work status, if applicable.

In isolation, some of the above information may not constitute personal data, however – when combined with other information – the same may become information from which you can be identified. Therefore, the above information has been included within this privacy notice.

Where you are successful with your application – and when you begin your work with ND – you will be provided with a separate privacy notice, which specifically relates to how ND collects, stores and uses your personal data during – and after – your working relationship.

4 How Does ND Collect Your Personal Data?

ND may collect your personal data in the following ways:

- where it is provided by you, whether orally or in writing (including any documents that you provide to ND);
- from a recruitment agency, if applicable;
- Disclosure and Barring Service in the UK in respect of criminal convictions, or the equivalent body in other jurisdictions;
- your named referees, whose consent you will have obtained prior to disclosing their personal data to ND;
- employee referral; and / or
- your personal LinkedIn profile.

5 How Does ND Use Your Personal Data?

ND will only use your personal data where the law allows it to do so. Most commonly, ND will use your personal data in the following circumstances:

- to assess your skills, qualifications and suitability for the role;
- to carry out background and reference checks, where applicable;
- to communicate with you about the recruitment process;
- to keep records related to ND's hiring processes;
- to comply with legal or regulatory requirements;
- to improve ND's recruitment, employment, and equality and diversity policies and practices;
- to protect ND's business from fraud or illegal activities; and / or
- to ensure the health and safety of the workplace.

Generally, ND's recruitment process means that – initially – it will use the following sources to ascertain whether you are a suitable candidate:

- your CV;
- covering letter;
- your application form;
- your personal LinkedIn profile; and /or
- any results from the assessment tests which you have participated in.

If ND deems you to be a suitable candidate, you will be invited for an interview. The information that you provide ND at your interview – together with the information collected by ND at the initial stage – will be used to determine whether ND makes an offer to you. Thereafter – and before confirming your appointment – ND will take up references and carry out any other relevant checks, including criminal record checks, where applicable.

6 What is ND's Legal Basis for Processing Your Personal Data?

ND relies on the following legal bases when processing your personal data:

- that it is in ND's legitimate interests to decide whether to appoint you to the advertised role, given that it would be beneficial to ND's business to appoint someone to that role; and /or
- that it is necessary to take such steps – at your request – prior to entering into a contract with you.

For the legal bases for processing special category data and criminal convictions data, please refer to paragraphs 8, 9 and 10 below.

7 What Happens if you fail to provide ND with your Personal Details?

If you fail to provide information (including your personal data) to ND when requested – and where such information is necessary for ND to consider your application, e.g. evidence of qualifications or work history – ND may not be able to process your application.

8 Sensitive Personal Data

ND may also collect, store and use the following types of special category data:

- information about your race or ethnicity, religious beliefs, sexual orientation and political opinions;
- information about your health, including any medical condition, health and sickness records; and / or
- information about criminal convictions and offences.

9 How ND Uses Your Special Category Data

ND may use your special category data in the following ways:

- ND may use your disability status to consider whether it needs to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during a test or interview, or any other aspect of the recruitment process; and / or
- ND may 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.

The legal basis ND relies upon for this processing is that it is necessary for compliance with a legal obligation. ND also relies upon the legal basis that such processing – so far as it is legally authorised – is necessary for the purposes of carrying out the obligations and exercising the specific rights of ND and you in the field of employment and social protection law. ND has appropriate policies and safeguards in place relating to such processing, which it is required to maintain by law.

10 Information About Criminal Convictions

For most roles that ND advertises, it will not process information about criminal convictions, other than if you voluntarily disclose such convictions as part of your application. However, for certain roles, ND may need to conduct a basic criminal records check.

If you have applied for a role requiring a criminal records check, ND will only collect information about your criminal conditions history if it would like to offer you the role – conditional upon checks and any other conditions, such as references, being satisfactory.

The criminal record check will only be made where it is required in order to satisfy ND that there is nothing in your criminal convictions history which makes you unsuitable for the role. In particular, where the role requires a high degree of trust and integrity (i.e. it involves customer data, ND's data, ND's finances or other commercially sensitive information), ND would like to ask you to seek a basic disclosure of your criminal records history.

The legal basis ND relies upon for this type of processing is that it is within ND's legitimate interests to check the suitability of its staff for certain roles, especially those which require ND to access customer data. Moreover, as an additional condition, ND also relies upon your consent to process such data and it will not process such data without your consent. ND has in place an appropriate policy document and safeguards in place when processing such data, as required by law.

11 How Does ND Store your Personal Data?

Your personal data will be held by ND in the following formats:

- paper, non-computerised; and / or
- electronic, computerised.

ND has security procedures – as well as Information Security policies and procedures – in place to ensure that your personal data is handled appropriately and protected from accidental loss or misuse. ND seeks to comply and align its policies with all parts of the Information Security Standards ISO 27001. Access to HR records is restricted and subject to strict confidence. Access to your personal data is only permitted where there is a legitimate reason to do so.

12 Where will your Personal Data be stored?

Your personal data will be processed in the UK, as well as in the geographic location in which the role that you are applying for is based. In some cases, the role that you are applying for may be based outside the European Union – such as Australia, the USA or Canada – however all geographic locations in which ND has offices have received an adequacy decision by the European Commission, meaning that ND only transfers your personal data to and between countries where they are deemed to provide an adequate level of protection.

13 Automated Decision-Making

ND does not envisage that any decisions will be taken about you using automated means, however it will notify you in writing if this position changes.

14 Data Sharing

ND may need to share your personal data with third parties across the world, including third-party service providers, and other entities within the ND and Alstom group. All ND's third-party service providers and other group entities are required to take appropriate security measures to protect your personal data in line with ND's policies. As above, ND requires third parties enter into a written contract confirming compliance with the law and to having appropriate safeguards in place. ND may also share your personal data with a regulator or governmental body, or to otherwise comply with the law.

15 Data Security

ND has put in place measures to protect the security of your personal data. If you require any information in relation to such measures, please contact ND's Data Protection Officer.

Third parties will only process your personal data on ND's instructions, and where they have agreed to treat the information confidentially and to keep it secure. ND has put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, ND limits access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on ND's instructions and they are subject to a duty of confidentiality.

ND has put in place policies and procedures to deal with any suspected data security breach. ND will notify you and any applicable regulator of any suspected breach where it is legally required to do so.

16 Transferring your Personal Data

As part of the recruitment process, ND may transfer your personal data to and between countries within the EU, as well as to and between other countries in which ND has offices. Whether ND transfers your personal data to a country outside the UK will likely depend on whether you are applying for a role outside of the UK. For example, if you are applying for a role in Belgium, our HR team - which is based in the UK - may transfer your personal data to personnel based in Belgium.

The countries in which ND has offices are:

- UK
- Austria
- Denmark
- Germany
- The Netherlands
- Norway
- Portugal
- Belgium
- France
- Italy
- Australia
- USA
- Canada.

All of the above countries have received an adequacy decision by the European Commission, meaning that ND only transfers your personal data to and between countries where they are deemed to provide an adequate level of protection.

17 Data Retention

ND will retain your personal data for 12 months after it has communicated to you whether it has appointed you to the relevant role. No personal data disclosed during any criminal records check will be kept after the recruitment process, other than whether the criminal records check result was satisfactory or not.

ND retains your personal data for the above period, so that it can show – in the event of a legal claim – that it has not discriminated against candidates on prohibited grounds, and that it has conducted the recruitment exercise in a fair and transparent way. After the above period, ND will securely destroy your personal data in accordance with applicable laws and regulations.

If ND wishes to retain your personal data on file on the basis that a further opportunity may arise in future, which ND may wish to consider you for, it will write to you separately, seeking your explicit consent to retain your personal data for a fixed period on that basis.

18 Your Rights of Access, Correction, Erasure & Restriction

18.1 Your Duty to inform Nomad of Changes

It is important that the personal data that ND holds about you is accurate and current. Please keep ND informed if your personal data changes during your application process.

18.2 Your Rights in Connection with Personal Data

In certain circumstances, you have the right to:

- **Request Access** to your personal data (commonly known as a "subject access request"). This enables you to receive a copy of the personal data that ND holds about you;
- **Request Correction** of the personal data that ND holds about you. This enables you to have any incomplete or inaccurate information that ND holds about you corrected;
- **Request Erasure** of your personal data. This enables you to ask ND to delete or remove personal data where there is no good reason for ND continuing to process it. You also have the right to ask ND to delete or remove your personal data where you have exercised your right to object to processing (see below);
- **Object to Processing** of your personal data where ND is relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where ND is processing your personal data for direct marketing purposes;
- **Request the Restriction** of Processing of your personal data. This enables you to ask ND to suspend the processing of personal data about you, for example if you want ND to establish its accuracy or the reason for processing it; and
- **Request the Transfer** of your personal data to another party.

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, ND may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, ND may refuse to comply with the request in such circumstances.

18.3 What ND may need from you

ND may need to request specific information from you to help confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal data is not disclosed to any person who has no right to receive it.

18.4 Right to Withdraw Consent

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal data for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the Global HR Manager. Once ND has received notification that you have withdrawn your consent, it will no longer process your information for the purpose or purposes you originally agreed to, unless ND has another legitimate basis for doing so in law.

19 Data Protection Officer

As part of its ongoing commitment to data protection, ND has appointed a Data Protection Officer to oversee compliance with this privacy notice. ND's Data Protection Officer can be contacted at any time by emailing dpo@nomadrail.com

You have the right to make a complaint to your local supervisory authority at any time, however ND requests that – in the first instance – you raise any concerns with ND, so that the same can be promptly investigated and responded to. Details of the supervisory authorities in countries where ND has offices are contained below:

- UK – The Information Commissioner's Office
- Australia – The Office of the Australian Information Commissioner
- Austria – The Austrian Data Protection Authority
- Belgium – The Data Protection Authority
- Canada – The Office of the Privacy Commissioner of Canada
- Denmark – Datatilsynet
- France – The Commission Nationale de L'Informatiqu
- Germany - Landesbeauftragte für den Datenschutz Niedersachsen
- Italy – Garante per la protezione dei dati personali
- Netherlands – The Dutch Data Protection Authority (Autoriteit Persoonsgegevens)
- Norway – Datatilsynet
- Portugal – Comissão Nacional de Protecção de Dados
- USA – Federal Trade Commission

20 Changes to this Privacy Notice Policy

ND reserves the right to update this privacy notice at any time.

If you have any questions about this privacy notice, please contact ND's Data Protection Officer by emailing dpo@nomadrail.com or by writing to FAO Data Protection Officer, Nomad Digital, 5th Floor, One Trinity, Broad Chare, Newcastle upon Tyne, United Kingdom NE1 2HF