



Recruitment Privacy Notice

1.0 Introduction

Newfield is committed to protecting your privacy. This Recruitment Privacy Notice explains how we collect, use, store and protect your personal data when you apply for a role with us.

Newfield Limited is the **data controller** for the personal data processed during the recruitment process.

2.0 Personal Data We Collect

We may collect and process the following personal data about you:

- Personal details (such as name, address, email address, phone number)
- Information gathered via the recruitment process such as that in a CV or included in a cover letter, references from former employers, details on your education and employment history, etc
- Details relating to pay administration such as National Insurance numbers, bank account details and tax codes
- Right-to-work documentation
- Assessment results and test scores (where applicable)
- Equal opportunities monitoring information (where provided)
- Any other personal data you choose to provide as part of your application

Some of this data may be **special category data**, such as information about health, disability, or diversity characteristics, where relevant and lawful.

3.0 How we use your Personal Data

We use your personal data to:

- Assess your suitability for the role
- Manage the recruitment and selection process
- Communicate with you about your application
- Conduct background and reference checks (where applicable)
- Comply with legal or regulatory obligations
- Make reasonable adjustments during the recruitment process

4.0 Lawful Basis for Processing

We process your personal data on one or more of the following lawful bases:

- To take steps at your request prior to entering into a contract
- To pursue our legitimate interests in recruiting suitable employees

- To comply with legal obligations
- With your explicit consent (where required, particularly for special category data)

5.0 Who We Share Your Data With

Your personal data may be shared with:

- Internal staff involved in the recruitment process
- Third-party recruitment agencies (where applicable)
- Background check or pre-employment screening providers
- Regulatory or law enforcement bodies where legally required

We ensure appropriate safeguards are in place for any third-party processing.

6.0 Data Retention

If your application is unsuccessful, we will retain your personal data for **3 months** after the end of the recruitment process, unless you agree to a longer retention period.

If your application is successful, your data will be transferred to your personnel file and retained in line with our employee privacy notice.

7.0 Your Rights

You have the right to:

- Access your personal data
- Request correction of inaccurate or incomplete data
- Request erasure of your data (in certain circumstances)
- Object to or restrict processing
- Request data portability
- Withdraw consent at any time (where consent is relied upon)

To exercise your rights, please contact us using the details below.

8.0 Contact Details

If you have any questions about this notice or how we handle your personal data, please contact:

Eleanor Corrin - People & Culture Advisor

Newfield Limited

People@newfield.co.im

3rd Floor, Clarendon House, Victoria Street, Douglas, IM1 2LN

You also have the right to raise a complaint with the relevant data protection authority if you believe your data has been handled unlawfully.