



As a job applicant, please understand that United Performance Metals (UPM) collects and processes personal data about you as part of our recruitment process. We are committed to being transparent about how we collect and use your data and meeting our obligations with respect to protecting your data.

What information do we collect?

Data that we collect may include:

- your name, address and contact details, including email address and telephone number;
- details about qualifications, education, skills, experience and employment history;
- information about your right to work in the country in which the job is located.
- information about your current level of remuneration and any work benefit entitlements.

How do we collect your data?

Information will be collected from application forms, CVs, resumes, cover letters, as well as from your passport, drivers licence or other identity documents. We also collect information through interviews or other forms of assessment and from third parties, such as references from former employers, background checks or criminal record checks, as applicable. We may seek information from these third parties, but we will inform you that we are doing so.

How do we store your data?

Your data will be stored in a range of different places, including in an electronic format, such as our internal IT system and email, and also in paper form within our locked, secure HR files.

Who has access to your data?

Your information may be shared internally for recruitment purposes with members of our recruitment team, directors, HR and IT teams strictly for decision making purposes. If your application for employment is successful, we may share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks.

Why do we process your data?

We need to process your data to take the necessary steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you. We have a legitimate interest in processing your data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also from time to time need to process data from job applicants to respond to and defend against legal claims.

We may process special categories of data, such as information about ethnic origin, or religion or belief, to monitor to comply with local legal requirements. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out its obligations and exercise specific rights in relation to employment.



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How does UPM protect your data?

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

How long do we keep your data?

If your application is unsuccessful, UPM may keep your personal data on file for 12 months in case there are future employment opportunities for which you may be suited. In the United Kingdom, we will keep data related to your interview and your application for 12 months to comply with legal obligations.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) and retained during your employment. The periods for which your data will be held will be provided to you in a new employee privacy notice.

Your rights

As a data subject, you have a number of rights including the ability to:

- access your data on request;
- require us to change incorrect or incomplete data;
- require us to delete or stop processing your data; and
- object to the processing of your data where UPM is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact our Compliance Manager, Brad Butler at bbutler@upmet.com.

If you believe that we have not complied with your data protection rights, you can complain to the relevant Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to us during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

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