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# PRIVACY NOTICE – APPLICANTS

## PURPOSE AND SCOPE

Pyrotek is committed to protecting the privacy and security of your personal information. We take steps to ensure that the personal data that we collect about you is adequate, relevant, not excessive, and processed for limited purposes associated with your employment or engagement and the conduct of Pyrotek business.

This Privacy Notice describes how Pyrotek and its subsidiaries collect and use personal information about you as an applicant to Pyrotek. If you become an employee or other worker, we will provide you with further Privacy Notice information. This Privacy Notice also describes rights you may have regarding the personal information that we hold about you, including how you can request access, correction, and erasure of your personal data. Pyrotek Incorporated of 705 West 1<sup>st</sup> Avenue, Spokane, WA 99201 USA is the data controller. You can write to us at this address or contact us by email at [dataprotection@pyrotek.com](mailto:dataprotection@pyrotek.com).

For purposes of this Privacy Notice, personal information means any information about an identifiable individual. It does not include anonymous or de-identified data that is associated with a particular individual.

## COLLECTION OF PERSONAL INFORMATION

We collect personal information about applicants through the recruitment, application and hiring process. We collect this information either directly from candidates or sometimes from an employment agency or background check provider. We may collect additional information from third parties including former employers, other referees, credit reference agencies or other staffing agencies. We may also conduct public searches including social media searches as deemed appropriate from time to time.

To carry out our activities and obligations as an employer and as a business, we may collect, store and use the following categories of personal information about you:

1. Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses
2. Date of birth
3. Gender
4. Marital and dependent status
5. Government identification numbers such as social insurance or other national insurance number, driver's license number, or other identification card number
6. Recruitment information (including copies of right to work documentation, references, and other information included in a CV or cover letter or as part of the application process)

We may also collect, store and use the following “special categories” of more sensitive personal information:

1. Race or ethnicity, religious beliefs, sexual orientation and political opinions
2. Trade union membership
3. Information about your health, including any medical condition, health and sickness records
4. Information about criminal convictions and offenses where relevant and lawful

## USE OF PERSONAL INFORMATION



We will use your personal information where applicable law or a contractual provision (including taking pre-contractual steps) allows or requires us to, including:

1. Where the processing is necessary for the performance of our prospective employment obligations
2. Where we need to comply with a legal obligation
3. To keep our records accurate and up-to-date

We may process your personal information for the following legitimate business purposes applicable to us or a third party and for the purposes of performing the employment contract with you:

1. Making a decision about your recruitment or hiring
2. Checking you are legally entitled/eligible to work for us
3. Employee administration (including payroll, taxes and benefits administration)
4. Business management and planning
5. Assessing qualifications for a particular job or task
6. Complying with regulatory and/or legal requests for disclosure of information, including your personal information, for establishing or defending our legal rights or those of a third party
7. Complying with applicable law
8. Dealing with legal disputes involving you, or other employees
9. To prevent fraud
10. To conduct data analytics studies to review and better understand employee retention and attrition rates
11. Equal employment opportunities monitoring

We will only use your personal data for the purposes we collected it for, or for other compatible purposes. If we need to use your personal information for another purpose, we will notify you and we will explain the legal basis that allows us to do so.

## INFORMATION SHARING AND TRANSFERS

We will only disclose your personal information to third parties where required by law, or to our employees, other Pyrotek entities, contractors, designated agents, or third-party service providers who require such information to assist us with administering the employment relationship with you or for our legitimate interests as described above. Third-party service providers may include, but are not limited to, payroll processors, benefits administration providers, and data storage or hosting providers. It also includes our business, financial, legal and audit advisors. When we share your personal information in this way, we put in place appropriate measures to make sure that our service providers keep your personal information secure.

Your personal information may be transferred to, stored, and processed in a country other than the one in which it was provided or collected. Where the transfer is to a country outside the European Economic Area, to a country that is not otherwise deemed to have adequate data protection laws (such as the US) we use the European Commission's approved Standard Contractual Clauses (<http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32004D0915>)(<http://eur-lex.europa.eu/legal-content/en/TXT/?uri=CELEX%3A32010D0087> ), the EU-US Privacy Shield for transfers to the US, and inter-company transfer agreements unless another lawful mechanism applies such as transfers to Privacy Shield certified organizations.

## INFORMATION SECURITY AND RETENTION

We have put in place measures to protect the security of your information. We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

We will retain your personal information in accordance with our Record Retention and Destruction Policy.

## YOUR RIGHTS OVER YOUR PERSONAL INFORMATION

Please let us know if any of the personal information that we hold about you changes so that we can correct and update the information in our systems. Subject to the relevant provisions under applicable data privacy laws, you may have the right to request access to, correct and erase the personal information that we hold about you, or object to the processing of your personal information under certain circumstances. You may also have the right to request that we transfer your personal information to another party to the extent provided for under applicable data privacy laws. If you want to review, verify, correct, or request erasure of your personal information, object to the processing of your personal information, or request a transfer of your personal information to another party, please contact us at [dataprotection@pyrotek.com](mailto:dataprotection@pyrotek.com).

Applicable law may allow or require us to restrict the provision of your personal data as well as to retain and continue processing your personal data. For those legal reasons, we may not be able to comply fully with your requests and we will discuss these grounds with you at the relevant time if applicable.

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing. To withdraw your consent, please contact [dataprotection@pyrotek.com](mailto:dataprotection@pyrotek.com).

You have the right to raise a concern regarding the processing of your personal data. You can raise your concerns with us directly by contacting us (the details are set out at the beginning of this Notice). You may also raise a concern with the supervisory authority who is, in the UK, the Information Commissioner's Office.

## CHANGES TO THIS PRIVACY NOTICE

We may modify or update this Privacy Notice from time to time, and we will make a new Privacy Notice available to you. We may also notify you in other ways from time to time about the processing of your personal information.