



Privacy Notice at Cubic Motion

Overview

This privacy notice is intended to provide transparency regarding what personal data Cubic Motion will collect about you, how it will be processed and stored, how long it will be retained and who will have access to your data.

Job applicants should be aware that this privacy notice applies to all the processing of your personal data in connection with Cubic Motion's recruitment process and post-recruitment activities to keep in touch on future opportunities at Cubic Motion and/or to keep you up to date with our latest news. We value your privacy whilst observing due care in processing and protecting personal data and this document explains how we may process your personal data and the rights you have in this respect. Therefore, we encourage you to read this Privacy Notice carefully.

About recruitment process

You may apply for a position with Cubic Motion (Data Controller) through our service providers for example via an online recruitment application system, via our careers website or via a recruitment agency.

Through these various channels, the use of your application and submission of related information, you may provide personal data to Cubic Motion in connection with the recruiting process. Cubic Motion and our service providers may process personal data for recruitment purposes including organising selection procedures and manage applications.

Type of data we collect and processing

When you interact with Cubic Motion in connection with the recruitment process, we may ask or receive certain personal data, including, but not limited to:

- Personal data allowing identification of the job applicant, first name, surname, date of birth, address, country of residence, nationality, rights to work in UK, national insurance number, email address, telephone number and photographs.
- Personal data allowing the verification and eligibility of our selection criteria relevant to the person specification for each vacancy for example, education, qualifications, training, employment history or your current/past main tasks and responsibilities, (job title, length, company name, company type and web address of company (optional), letters of recommendations or personal references, linguistic and job-related skills and competencies.
- We may ask for information such as gender, race and ethnicity for the purposes of monitoring equal opportunities.
- Analyse to what extent job advertisements lead to views, clicks, clicks on the apply button, applications, interviews, offers and hires.
- Linking the data of candidates in our internal systems with the other jobs visited by them on the website before applying.



- Recognising which job applicants from past applications who appear in our internal systems are visiting the website again, so they can be contacted.
- Marketing of job advertisements to candidates who started applying but did not finish the application.

Cookies and IP Address

During the recruitment process, Cubic Motion may collect and further processes personal data for via Cookies and similar technologies. We may utilise these technologies as well as collect information about your computer, such as your IP Address, your operating system and browser. Cookies contain information that is transferred to your computer's hard drive. Cookies are useful because they allow a website to recognise a user's device, let you navigate between pages efficiently, remember your preferences, and generally improving the user experience.

Most web browsers automatically accept cookies. If you prefer, you may change your browser settings to prevent that or to notify you each time a cookie is set. You can revoke your consent at any time, by removing cookies via the settings of your browser. This does not affect the legality of the processing of your data before you revoked your consent. It is your responsibility to monitor accept/delete cookies appropriately. Please note however, that by blocking or deleting cookies used on Cubic Motion's website you may not be able to take full advantage of the site.

Providing Data to Third Parties

Cubic Motion may provide data to the following third parties: Your personal data may be processed and stored by Cubic Motion trusted third party partners involved in providing and facilitating the recruitment process, such as website hosting, data analysis, payment processing of fees, information technology and related infrastructure provision, auditing and other services. Any other disclosures to third parties will only be made when required by law.

Cubic Motion requires these third parties to provide a comparable level of protection to your personal data as Cubic Motion provides, to keep your personal data confidential, to only process your personal data for the purposes for which it was disclosed and to only access the minimum amount of data they need to deliver a specific service related to the recruitment process.

Data Security

Cubic Motion takes security measures to reduce misuse of and unauthorised access to personal data. We recognise our responsibility to protect the information you entrust to us. Cubic Motion maintains and requires its third-party partners to protect your data.

Data Retention

The personal data collected Cubic Motion cookies and similar technologies, is retained for six months after you viewed a certain job advertisement or started a job application via our website.

Third-party Websites

This statement is not applicable to third-party websites connected to this website through links. It is not guaranteed that these third parties will handle your personal data in a secure and careful manner. We recommend you read these websites' privacy statements before making use of these websites.



Changes to this Privacy Statement

This Privacy Notice may change from time to time. The most current version of the Privacy Notice will always appear on our website. The most recent version shall supersede any and all other versions of this Privacy Notice. Cubic Motion reserves the right to change or modify this Privacy Notice at any time and at its sole discretion by posting revisions. Therefore, we encourage you to check back often to learn about those changes.

Your Rights relating to your Personal Data

You have the right to request for inspection of your personal data. You can request for correction or deletion of your personal data, when the data is incorrect or no longer relevant. You have the right to object against the processing of your personal data. If you would like to do so, please contact Cubic Motion at careers@cubicmotion.com

For your protection, we may need to verify your identity before responding to your request.

Should you wish to learn further information about data protection, please visit the Information Commissioner's Office (ICO) website. The ICO deals with complaints about information matters and provides useful guidance.