



Candidate data protection statement

Introduction

Your personal data is data which by itself or with other data available to the Company can be used to identify you. For these purposes the Company (the data controller) is your specific prospective employer including group companies all as listed below;-

Npower Limited (No 3653277)

Npower Yorkshire Limited (No 3937808)

Npower Northern Limited (No 3432100)

Innogy Business Services UK Limited (No 06052966)

Innogy Renewables UK Limited (No 02550622)

The registered address of all Companies is:

Windmill Hill Business Park, Whitehill Way,
Swindon, SN5 6PB. Registered in England & Wales.

This data protection statement sets out how the Company will process and use your personal data. The Company is committed to being transparent about how it collects and uses your personal data and to meeting its data protection obligations.

Our Data Protection Officer (DPO) provides help and guidance to assist us in meeting our obligations and to ensure we protect the data we hold about you. If you have any questions about how we use your information our DPO can be contacted by writing to Data Protection Officer, npower, Legal Department, Trigonos, Windmill Hill Business Park, Whitehill Way, Swindon, SN5 6PB.

The types of personal data the Company will collect and use

The Company will use your personal data to manage the recruitment process. It will collect and process a range of information about you which may include:

- your name, address and contact details, including email address and telephone number;
- your social network links, if you choose to provide these as part of your job application;;
- details of your qualifications, skills, experience, current employment and employment history, including start and end dates, with previous employers and with the Company;
- your candidate profile preferences including whether you would like your profile to be visible to other recruiters within the Innogy group;
- information about your nationality and entitlement to work in the UK;
- details of your referees such as previous employers, character or educational referees;
- information about your criminal record;
- information about your financial history;
- your address history;
- details of your test results and reviews of your performance in interviews and assessment centres including all related interview notes;
- information about your current remuneration package and your future remuneration expectations, including entitlement to benefits such as pensions or insurance cover;
- your National Insurance number;
- information about medical or health conditions, including whether or not you have a disability for which the organisation needs to make reasonable adjustments;
- in exceptional circumstances your bank details to enable reimbursement of travel expenses;
- any other correspondence with you relating to the application and selection process; and

- diversity and inclusion monitoring information, including information about your age, gender, ethnic origin, and whether you have a disability.

How the Company will collect your data

The Company may collect your personal data in a variety of ways. For example, data might be collected through online application forms, CVs or resumes; obtained from your passport or other identity documents; from correspondence with you; or through interviews, meetings or other assessments during the recruitment process.

In some cases, the Company may collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers, information from credit reference agencies, and information from criminal records checks permitted by law.

Where the Company will store your data

Your personal data will be stored in a range of different places, including in the organisation's or its third party's HR recruitment management systems (its applicant tracking system) and in other IT systems (including the Company's email system and shared drives).

Providing your personal data

The Company will tell you if the personal data you are providing is optional. In all other cases the personal data that you provide to the Company is processed as detailed within this statement (unless you are already an employee and the Company already holds your personal data in which case it will be processed in line with the Employee Data Protection Statement provided to you with your contract of employment.)

Using your personal data: the legal bases and purposes

The Company can only use your personal data where that is permitted by data protection laws. Those laws require that where the Company uses

your personal data it must satisfy certain conditions for processing.

The legal bases used by the Company are:

- to take steps to enter into a contract;
- if it's in the Company's legitimate interests;
- to comply with legal obligations;
- with your consent; and
- to protect your vital interests.

As such the Company will process your personal data in the following ways:

As necessary to take steps to enter into a contract of employment:

- to run recruitment and promotion processes;
- to seek references from your previous employers, character or educational referees to verify the details you have provided during the application process; and
- to provide you with an appropriate contact of employment.

As necessary for the Company's own legitimate interests or those of other persons or organisations:

- to obtain occupational health advice, to ensure that it complies with the Company's duties in relation to individuals with health conditions and disabilities, to meet its obligations under health and safety law, and ensure that all employees are fit for their intended work and receiving the pay or other benefits to which they are entitled.

As necessary to comply with a legal obligation:

- to check your right to work in the UK, manage any sponsorship requirements and carry out other employment checks;
- to respond to and defend against legal claims;

- to maintain and promote equality throughout the recruitment process and carry out duties in relation to employees with disabilities; and
- for compliance with regulatory requirements and related disclosures such as compliance with specific background checks.

Based on **your consent**:

- in certain circumstances when you are requested by the Company to disclose your personal data to other organisations.

To **protect your vital interests**:

- to provide any support or assistance as necessary to protect your life in the event of an emergency.

Sharing of your personal data

Subject to applicable data protection laws the Company may share your personal data:

- with any other group companies and associated companies in which the Company has shareholdings;
- with third parties, companies and other persons providing recruitment services (e.g. Amberjack for graduate recruitment)
- with third parties, companies and other persons who help the Company to enter into a contract of employment with you (e.g. immigration service providers for the purposes of sponsorship);
- with the Company's legal and other professional advisors including the Company's auditors;
- with government bodies and agencies in the UK and overseas (e.g. immigration services);
- in an emergency or to otherwise protect your vital interests;
- to protect the security or integrity of the Company's business operations; and
- with anyone else where the Company has your consent or as required by law.

International transfers

Your personal data may be transferred outside the UK and the European Economic Area. While some countries have adequate protections for personal data under applicable laws, in other countries steps will be necessary to ensure appropriate safeguards apply to it.

These include imposing contractual obligations of adequacy or requiring the recipient to subscribe or be certified with an international framework of protection.

Although your prospective employer is based in the UK it may pass your personal data to service providers, agents and subcontractors based in countries outside the European Economic Area (EEA). For example, the Company outsources some customer and IT services to organisations based in India, the USA and South Africa.

These countries may not have the same level of data protection as are operated in the UK. To make sure the Company keeps your personal data secure it applies strict safeguards when transferring and processing your data outside of the EEA. The Company will only transfer your personal data:

- to countries approved by the European Commission as having appropriate data protection laws to ensure an adequate level of protection for your personal data such as Canada, New Zealand; or
- where the Company has put in place its own measures to ensure an adequate level security as required by data protection law. These measures include ensuring that your personal data is kept safe by carrying out strict security checks on overseas agents, service providers etc. backed by strong contractual undertakings approved by the relevant regulators for example the EU style Model Clauses (visit the ICO website www.ico.org.uk and search for "international transfers" for more information); or
- to a member organisation approved by the European Commission as having a suitable level of data protection for example the EU-US

Privacy Shield which covers transfers to the US. (visit www.privacyshield.gov for more information.)

Retention periods

If your application for employment is unsuccessful, all data relating to your application, and the associated recruitment and selection process will be retained, as required, for a maximum of 12 months (and a maximum of 6 months if you are a graduate and your application is managed via the Company's third party provider Amberjack). At the end of that period, your data will be deleted and/or destroyed.

If your application for employment is successful all data relating to your application, and the associated recruitment and selection process will be retained, as required, for a maximum of 12 months (and a maximum of 6 months if you are a graduate and your application is managed via the Company's third party provider Amberjack).

At the end of that period, your data will be deleted and/or destroyed, with the exception of the personal data you have provided which the Company is required to retain in order to enter into a contract of employment with you or which is necessary to comply with a legal obligation (e.g. reference information, information about your nationality and entitlement to work in the UK and other background checks.) This data will be retained as detailed in the Employee Data Protection Statement which will be provided to you with your contract of employment.

Your rights under applicable data protection law

You have the following rights in relation to how the Company deals with your personal data.

- The right to be informed about the Company's processing of your personal data;
 - The right to have your personal data corrected if it's inaccurate and to have incomplete personal data completed;
 - The right to object to processing of your personal data;
 - The right to restrict processing of your personal data;
 - The right to have your personal data erased (the "right to be forgotten")
 - The right to request access to your personal data and information about how the Company's processes it (this is known as a Subject Access Request "SAR");
 - The right to move, copy or transfer your personal data ("data portability");
- Rights in relation to automated decision making including profiling; and
- The right to withdraw consent – if you've given consent to process your personal data you have the right to withdraw that consent at any time.

You have the right to complain to the Information Commissioners Office. It has enforcement powers and investigates compliance with data protection law. For further details please see ico.org.uk.

Data anonymisation and aggregation

Your personal data may be converted into statistical or aggregated data which can't be used to identify you, and then used to produce statistical research and reports. This aggregated data may be shared and used in all the ways described above.