

FLI Global (incorporating all FLI Group companies) take your privacy seriously. This Privacy Notice describes how FLI Water handles personal data you submit when applying for a job.

Your consent

Providing your application data is voluntary. However, if you decline to submit requested candidate data, our ability to consider you as a candidate may be limited. By submitting your application data, you:

- Declare that you have read, understood and accepted this Privacy Notice.
- Are granting your consent to the holding and processing of your data in accordance with this notice.
- Are declaring that the information given in the application is complete and true to the best of your knowledge, and understand that incorrect statements could lead to your application being rejected.
- Are authorising FLI Water to verify statements contained in this application and to make any necessary reference checks.

Who is responsible for your data?

FLI Water controls the ways your personal data is collected and the purposes for which your personal data is used, and we are the 'data controller' for the purposes of the General Data Protection Regulation (GDPR).

Personal data we collect about you

This Privacy Notice covers any candidate data you submit to FLI Water for the recruiting process. This may include but is not limited to the following information:

- Your name, contact details and candidate status.
- Information included in your CV or cover letter, such as job history, academic background, skills and competencies, personal interests, etc.
- Job preferences and type of employment sought, willingness to relocate.
- Names and contact details for references. Please note that it is your responsibility to obtain consent from your references prior to providing us personal information about them.
- Current and historic salary details together with salary expectations.

FLI Water may collect data directly from you or from third parties, for example when doing a background check or employment reference. This is subject to your consent where required by law.

How and why we use your personal data

The personal data you provide in your application and as part of the recruitment process will only be held and processed to facilitate the selection process and in connection with any subsequent employment. Your personal data may be used to assess your application for employment at FLI Water, to verify your information, to conduct reference checks, to communicate with you and to inform you of further career opportunities. In the event of your application resulting in the offer and your acceptance of a position at FLI Water, the data collected will become part of your employment record and will be used for employment relationship purposes.

The Company does not undertake any automated decision making and profiling.

Security of your personal data

We are committed to taking appropriate technical and organisational measures to protect your personal data against unauthorised or unlawful processing and against accidental loss, destruction or damage.

How long will we keep your data?

We will retain your personal data for as long as we need it in order to fulfil our purposes set out in this Privacy Policy or in order to comply with the law.

In addition to using your data for the position for which you have applied, FLI Water may retain and use your application data to consider you for other positions, but only with your explicit consent and for a maximum period of 2 years. If you do not want to be considered for other positions, FLI Water will delete all your data. If we do not receive a response with 4 weeks, we will delete your records.

Sharing your personal data

Your personal data is kept by the HR Manager and may be shared with recruiting managers within the Company. The Company has no intention of sharing data with third parties for marketing purposes.

Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to be informed about the collection and use of your personal data.
- The right of access to your personal data.
- The right to have inaccurate personal data rectified.
- The right to have personal data erased.
- The right to restrict or suppress personal data.
- The right to data portability – allowing individuals to obtain and reuse data across different services.
- The right to object – for example, profiling.
- Rights in relation to automated decision making and profiling.

Requesting access to your personal data

If you would like a copy of some or all of the information, please email Rebecca Weller, HR Manager at rweller@figlobal.com

Reporting breaches

A personal data breach means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data. This includes breaches that are the result of both accidental and deliberate causes.

Personal data breaches can include:

- access by an unauthorised third party;
- deliberate or accidental action (or inaction) by a controller or processor;
- sending personal data to an incorrect recipient;
- computing devices containing personal data being lost or stolen;
- alteration of personal data without permission; and
- loss of availability of personal data.

If you believe a data breach has occurred you must inform Rebecca Weller with immediate effect.

PRIVACY NOTICE



Updates to our privacy policy

We will keep our privacy policy under regular review and we will communicate any updates.

Contact Information

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to Rebecca Weller, People & Culture Director.

Signed on behalf of FLI Water Limited

A handwritten signature in black ink, appearing to read 'T. Snell', positioned above the printed name.

Trevor Snell, Group Managing Director

Reviewed: January 2024