

Candidate Privacy Notice

The purpose of this notice

This notice details your privacy rights and how Urenco gathers, uses and shares personal data about you during and after the applications process, in accordance with data protection legislation.

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal data about you, so that you are aware of how and why we are using such information.

If your application is successful, we will process your personal data in accordance with our Employee & Contractor Privacy Notice, a copy of which will be available to you via the Group intranet.

About us

Urenco is known as the 'controller' of personal data we gather and use. When we say 'we' or 'us' in this notice, we mean the following UK Urenco controllers listed below:

- Urenco Limited – Urenco Court, Sefton Park, Bells Hill, Stoke Poges, Buckinghamshire, SL2 4JS, UK (registered in England and Wales, with company number 01022786)
- Urenco Enrichment Company Limited - Urenco Court, Sefton Park, Bells Hill, Stoke Poges, Buckinghamshire SL2 4JS (registered in England and Wales, with company number 0496557)
- Urenco ChemPlants Limited - Capenhurst Works, Capenhurst, Cheshire CH1 6ER (registered in England and Wales, with company number 06228208)
- Urenco Nuclear Stewardship - Capenhurst Works, Capenhurst, Cheshire CH1 6ER (registered in England and Wales, with company number 04113197)
- Urenco UK Limited - Capenhurst Works, Capenhurst, Cheshire CH1 6ER (registered in England and Wales, with company number 01144899)

What will we collect and why?

	Purpose for Processing	Categories of Personal Data	Legal Basis
1.	Run the recruitment process	<p>Details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers and with us.</p> <p>Information contained in your Curriculum Vitae.</p> <p>Your responses to questions relating to your application and to psychometric tests (such as a situational judgement test, ability or personality test).</p> <p>National Insurance number and driving licence.</p> <p>Information collected from references.</p>	To pursue legitimate interests
2.	Checking you are legally entitled to work in the UK	Information about your nationality and entitlement to work in the UK, for example passport or visa.	So that we can fulfil our legal obligations
3.	Obtain occupational health advice, to ensure compliance with duties in relation to individuals with disabilities, to meet obligations under health and safety law	Information about medical or health conditions, including whether or not you have a disability for which we need to make reasonable adjustments	To pursue legitimate interests and so that we can fulfil our legal obligations
4.	Ensure effective general HR and business administration	Your name, address and contact details, including email address and telephone number, date of birth and gender	To pursue legitimate interests and so that we can fulfil our legal obligations
5.	Vetting, including criminal records checks	Information about your criminal convictions and offences (for example, DBS and DVLA checks)	So that we can fulfil our legal obligations
6.	Assessing our performance against equality objectives as set out by the Equality Act 2010	Equal opportunities monitoring information including information about your ethnic origin, sexual orientation and religion or belief	So that we can pursue our legitimate interests

When we ask you for personal information online it will only be in response to you actively applying for one of our vacancies.

For some purposes as set out above, we use Special Category data. Special Category data includes the following:

- Racial or ethnic origin
- Political opinions
- Religious or philosophical beliefs
- Trade union membership
- Genetic data
- Biometric data
- Health data
- Sex life
- Sexual orientation.

We rely on the following lawful bases to process Special Category personal data:

- Explicit consent
- Employment, social security and social protection
- Equality of opportunity or treatment

We may convert your personal information into anonymous form and use it (normally on an aggregated statistical basis) for research and analysis purposes.

Sharing your personal data with others

We will share your personal data with third parties where required by law, or where it is necessary to achieve our purposes as set out above. We will only share your personal data to the extent needed for those purposes.

We may share your personal data with the following types of organisations:

- Other companies in the Urenco Group, for example if you apply for a job with another company within the Group.
- Recruitment agencies.
- Referees you have provided.
- IT service providers.

What rights do you have in respect of your personal information?

You have a number of rights in respect of your personal information under applicable data protection law. These include:

- **Right to object:** You can object to our processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. Please contact us as noted below, providing details of your objection.

- **Access to your personal data:** You can request access to a copy of your personal data that we hold, along with information on what personal data we use, why we use it, who we share it with, how long we keep it for and whether it has been used for any automated decision making. You can make a request for access free of charge. We may ask you to verify your identity.
- **Rectification:** You can ask us to change or complete any inaccurate or incomplete personal data held about you.
- **Erasure:** You can ask us to delete your personal data where it is no longer necessary for us to use it, you have withdrawn consent, or where we have no lawful basis for keeping it.
- **Portability:** You can ask us to provide you or a third party with some of the personal data that we hold about you in a structured, commonly used, electronic form, so it can be easily transferred.
- **Restriction:** You can ask us to restrict the personal data we use about you where you have asked for it to be erased or where you have objected to our use of it.
- **No automated-decision making:** Automated decision-making takes place when an electronic system uses personal data to make a decision without human intervention. We do not currently use automated-decision making in our recruitment processes. If this changes, you would have the right (i) not to be subject to automated decisions that create legal effects or have a similar significant impact on you, unless you have given us your consent, it is necessary for a contract between you and us or is otherwise permitted by law and (ii) to challenge decisions made about you based solely on automated-decision making.
- **Consent:** Most of the time, we will not need your consent to use your personal data as we will be using it to pursue legitimate interests and so that we can fulfil our legal obligations. If we rely on your consent to use your personal data, you can withdraw your consent at any time.

To exercise any of the above rights, please email privacy@urencO.com.

Data retention

We will keep your details on record until we have dealt with your application and then for up to 12 months afterwards, when it will be securely deleted or destroyed.

If you are successful in your application and accept a position, we will process your personal data under the Employee & Contractor Privacy Notice available on our internal intranet, and different retention periods will apply.

Transfers Outside the UK

If any personal data is transferred outside the UK, we ensure a similar degree of protection is afforded to it by ensuring at least one of the following safeguards is implemented:

- The country has been deemed to provide an adequate level of protection for personal data
- Specific contracts approved for use in the UK are used which give personal data the same protection as it has in the UK.

How to complain

We hope that we can resolve any query or concern you raise about our use of your information. If you have any questions or queries about how we are processing your data, please contact our Data Protection Officer by emailing privacy@urencO.com.

The Information Commissioner's Office (ICO) is the UK's regulator for data protection. Under data protection law you have the right to make a complaint to the ICO if you feel we have not complied with our data protection obligations. You can contact the ICO by:

- Visiting the [ICO's website](#)
- Calling them on 0303 123 1113.

Changes to this privacy notice

This privacy notice was last updated on 6th February 2024.

We may update this privacy statement from time to time and recommend that you revisit it on occasion to see the latest version.