

## Candidate privacy policy

We are Vistry Group PLC, a public limited company incorporated in England and Wales with company number 00306718. Our registered address is 11 Tower View, Kings Hill, West Malling, Kent, ME19 4UY. In this policy we refer to ourselves as “Vistry Group”.

The personal data you provide as part of your application, and during the recruitment process will be processed by Vistry Group, as a controller, for the purpose of considering your suitability for the position for which you have applied and, generally, for the fulfilment of the selection processes of Vistry Group and in connection with any subsequent employment or placement, unless otherwise indicated. We have a legitimate interest in being able to process applicant personal data for the above purposes. Vistry Group may also need to process certain information to comply with legal obligations such as checking eligibility to work in the UK or to make adjustments to the process for candidates who have a disability. If your application is successful, we will process your information to take steps to enter into and perform your employment contract. With your consent, we may collect ‘special category data’ about you (e.g. health information) or criminal offence/conviction data if required for particular job roles.

If successful, your personal data will be retained for the duration of your employment and appropriate retention periods that may apply thereafter based on statutory obligations or other criteria described in our employee privacy policies. If your application is not successful, your personal data will be retained by Vistry Group for up to 12 months after the last time you contacted or responded to contact from us. After this time it will be securely destroyed.

In order to process the personal data you provide in connection with your application and for the purposes indicated in this policy, we may share your information with any of our group companies as listed on our website. Where relevant, we may pass your information to third party providers who supply services to us or process information on our behalf, acting under contract as our data processors. In doing so, we will always take steps to confirm that their security measures are adequate to protect your information.

Vistry Group PLC will take appropriate technical and organisational measures to keep your data secure against unauthorised or unlawful processing and against its accidental loss, destruction or damage.

If your personal data is transferred to countries outside the UK and/or European Economic Area (‘EEA’) (‘UK/EEA’ we will make sure it is protected adequately, even where those countries provide a different level of (legal) protection of personal data from that offered in the UK/EEA. Information about the UK/EEA countries to which your personal data have been transferred, if applicable, can be provided by us on request.

By submitting your personal data and application, you:

- (1) declare that you have read and understood the statements set out in this privacy policy;
- (2) are declaring that the information given in the application is complete and true;
- (3) are acknowledging we will process personal information contained in this application and any other personal data you may provide in the manner and to the extent described; and
- (4) are authorising Vistry Group to verify, or have verified on its behalf, any statements you make to support your application and to make any necessary reference checks.

You have the right to see a copy of the personal information we hold about you or ask us to rectify your information (if needed) or, in certain circumstances, request we erase your data or object to/restrict its processing. You can complain to the Information Commissioner if you think there has been a breach of your data protection rights: see [ico.org.uk](http://ico.org.uk). If you have any questions about this privacy policy or want to exercise your rights please contact our Data Protection Lead at [data.protection@vistrygroup.co.uk](mailto:data.protection@vistrygroup.co.uk).

Thank you for your interest in applying to Vistry Group. Vistry Group PLC has a diverse mix of men and women of different nationalities and ethnic groups, orientations, backgrounds and cultures. We value this diversity and continuously encourage the very best candidates to apply to Vistry Group PLC.

Last updated 6/7/20