



## Privacy Notice

Ambit is a trading name of AMICULUM. Registered office: The Boathouse, Clarence Mill, Bollington, SK10 5JZ.

### **Data controller:**

As part of any recruitment process, Ambit collects and processes personal data for the purpose of finding employment opportunities for registered candidates and to provide a professional recruitment service to its clients. Ambit is committed to being transparent about how it collects and uses those data and to meeting its data protection obligations.

### **What information does Ambit collect?**

#### ***Candidates***

Ambit collects a range of information about you. Data collected may vary depending on client requirements, job specifications, location of the vacancy and its jurisdiction. This may include, but is not limited to, the below categories:

- Your name, address and contact details, including email address and telephone number
  - Your gender and marital status
  - Your age and date of birth
  - Your National Insurance /Social Security Number
  - Details of your qualifications, skills, experience and employment history
  - Information about your current level of remuneration, including your salary and benefit entitlements
  - Whether or not you have a disability for which Ambit needs to make reasonable adjustments during the recruitment process
  - Information about your entitlement to work in the country to which a job is being advertised
  - Information about your ethnic origin, sexual orientation, health and religion or belief
  - Reference details from previous employers, universities and third parties you have named for Ambit to obtain references from
  - Details of any criminal convictions
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- Any other information you have stated on your CV/ resumés and LinkedIn profile
- Any other information you wish to share with us

### ***Clients***

Ambit may collect data about individuals in your organizations as listed in the above clause. Ambit will need to gather and use information about organizations and/or individuals of organizations in order to find potential candidates or to inform clients of events or information in which Ambit considers will be relevant or useful.

### **How does Ambit collect personal data?**

#### ***Candidates***

Ambit collects this information in a variety of ways. For example, data might be contained in application forms, CVs/resumés, obtained from identification documents, such as from a passport or driving licence and other forms of identity documents, or collected through interviews or other forms of assessment.

Ambit may also collect personal data about you from third parties, such as references supplied by former employers and may collect information from criminal records and other pre-employment checks permitted by law. Ambit will seek information from third parties only once a job offer to you from an Ambit registered client has been made and only if the client has asked Ambit to conduct referencing on their behalf.

Data will be stored in a range of different places, including on your application record, in Ambit's recruitment system, and on other Ambit IT systems (including an email system, which is managed by AMICULUM).

#### ***Clients***

Ambit collects this information in a variety of ways. For example, data might be collected from websites, LinkedIn profiles and other forms of social media, through discussions with individuals in your organization.

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Data will be stored in a range of different places, including in your client record, in Ambit's recruitment system, and on other Ambit IT systems (including an email system, which is managed by AMICULUM).

### **Why does Ambit process personal data?**

Ambit needs to process data from candidates and clients to take steps at your request prior to offering services or entering into a contract with you. It also needs to process personal data to enter into a contract with you.

In some cases, Ambit needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a candidate's eligibility to work in the country in which Ambit's registered clients are advertising the job will be based before employment starts.

Ambit has a legitimate interest in processing personal data and for keeping records of the process for the purpose of finding employment opportunities for candidates and providing a professional recruitment service for its clients. Processing data from candidates and clients allows Ambit to manage the recruitment process, assess and confirm a candidate's suitability for employment in accordance with its client's employment specifications and to forward a candidate's CV/resumé to its client. Ambit may also need to process data from candidates and clients to respond to and defend against legal claims.

Where Ambit relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of candidates and its clients and has concluded that they are not.

Ambit processes health information if it needs to make reasonable adjustments to the recruitment process for candidates and individuals within client organizations who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where Ambit processes other special categories of data, such as candidates' age/date of birth and information about ethnic origin, sexual orientation, or religion or belief, this is to ensure fairness in Ambit client's recruitment process.

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For some roles, Ambit may be obliged to seek information about candidate's criminal convictions and offences. Where Ambit seeks this information, it does so because it is necessary for it to carry out its obligations and to exercise our clients' specific rights in relation to employment.

### **Who has access to data?**

Candidate and client information will be shared internally within the team for the purposes of finding employment opportunities for candidates and a professional recruitment service for clients. This includes members of Ambit's parent company, AMICULUM, and IT staff if access to the data is necessary for the performance of their roles.

### **Sharing candidate and employment data with third parties**

Ambit will not share candidate or client data with third parties, without first obtaining your consent and informing you of the third parties Ambit intends to share your data with. Ambit will only share candidate data with its registered clients in order to carry out its service in assisting candidates to find employment opportunities. Ambit will only share client data with its registered candidates in order to carry out its professional service in assisting clients in the recruitment process.

Candidate and client data may be transferred outside the European Economic Area (EEA) for the purposes of finding candidates employment opportunities and providing a professional service to clients and in line with the reasons mentioned above. Candidate and client data will only be transferred with consent and if it is relevant to a recruitment process. Data transferred outside the EEA is on the basis of client agreements to safeguard personal data.

### **How does Ambit protect data?**

Ambit takes the security of candidate and client data seriously. Ambit has internal policies and controls in place to try to ensure that personal data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

Ambit uses a secure and restricted third-party candidate tracking system to manage personal data related to employment opportunities. Only authorized personnel have access to this

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system. Ambit has an IT, Communications and Social Media policy managed by its parent company AMICULUM, which addresses data security. Ambit also has a data protection policy. If you would like any additional information about these policies, please email Ambit at [privacy@ambit.careers](mailto:privacy@ambit.careers).

### **For how long does Ambit keep data?**

Ambit will hold candidate and client data on its recruitment system for 24 months from the date of registration. Candidates and clients can opt-out of data being stored at any time. At the end of the 24-month period you will be provided with the following options via email:

- Remain registered on Ambit's recruitment system for a further 24 months
- Update or correct your details/preferences
- Withdraw your consent and request that your data be deleted and/or destroyed

If you do not reply to the email, or withdraw your consent, your data will automatically be deleted after 30 days. These options do not change your rights as a data subject, as outlined in this document below.

### **How Ambit shares data**

Ambit will share candidate and client data via its recruitment system (see use of data processors below) by secure email or verbal discussions directly with a candidate or delegated individuals at client organizations.

### **Use of data processors**

Data processors are third parties who provide elements of our recruitment service for us. We have contracts in place with our data processors. This means that they cannot do anything with candidate or client personal information unless we have instructed them to do it. They will not share personal information with any organization apart from us. They will hold it securely and retain it for the period we instruct.

If you use our online candidate system, you will provide the requested information to Vincere, who provide our candidate tracking system. Once you click 'submit application' your

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information will be processed by Vincere and they will hold the information you submit. Only authorized Ambit personnel have access to it.

You can review Vincere's privacy notice here: [www.vincere.io](http://www.vincere.io).

Vincere will provide us with management information about our recruitment campaigns. This is anonymized information that tells us about the effectiveness of campaigns, for example, from which source did we get the most candidates. This anonymized information will be retained indefinitely for statistical reporting only and does not infringe upon your rights.

### **What if you do not provide personal data?**

Candidates and individuals at client organizations are under no statutory or contractual obligation to provide data to Ambit during the recruitment process. However, if information required is not supplied, Ambit may not be able to provide its advertised professional services.

### **Your rights**

As a data subject, candidates and clients have a number of rights. You can:

- Access and obtain a copy of your data on request
- Require Ambit to change incorrect or incomplete data
- Require Ambit to delete or stop processing your data; for example, where the data are no longer necessary for the purposes of processing
- Object to the processing of your data where Ambit is relying on its legitimate interests as the legal ground for processing
- Ask Ambit to stop processing data for a period if data are inaccurate or there is a dispute about whether or not your interests override Ambit's legitimate grounds for processing data

If you would like to exercise any of these rights, please contact Ambit via email at [privacy@ambit.careers](mailto:privacy@ambit.careers) or write to Ambit (AMICULUM), The Boathouse, Clarence Mill, Bollington, SK10 5JZ.

If you believe that Ambit has not complied with your data protection rights, you can contact the Information Commissioner.

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### **Links to other websites**

This privacy notice does not cover the links within this site linking to other websites. We encourage you to read the privacy statements on the other websites you visit.

### **Changes to our privacy notices**

We keep our privacy notices under regular review. This privacy notice was last updated on 24 February 2021.

