

## Advanced - Recruiting Privacy Notice

**Date: 18<sup>th</sup> July 2022**

The information in this notice describes how we will process your information as a candidate applying for Employment at Advanced Computer Software Group Limited ("Advanced"). You can find a full copy of Advanced's Privacy statement here: <https://www.oneadvanced.com/privacy-policy/>.

Advanced is committed to respecting your online privacy and recognise your need for appropriate protection and management of any personally identifiable information ("Personal Data") you share with us.

Advanced is a "Data Controller". This means that we are responsible for deciding how we hold and use personal information about you. This privacy notice makes you aware of how and why your Personal Data will be used, namely for the purposes of the Advanced employment recruitment process, and how long it will usually be retained for. It provides you with certain information that must be provided under "Data Protection Legislation" including the General Data Protection Regulation ((EU) 2016/679) "GDPR".

### Definitions

**"Adequacy Decision"** means a formal decision made by the EU which recognises that another country, territory, sector or international organisation provides an equivalent level of protection for Personal Data as the EU does.;

**"Data Protection Legislation"** means all applicable privacy or data protection laws and regulations (as amended, consolidated or re-enacted from time-to-time) which relate to the protection of individuals with regards to the processing of Personal Data to which a party is subject, including the DPA 2018 and GDPR for as long as any of the above are incorporated into Applicable Law together with any guidance and/or codes of practice issued from time-to-time by the relevant Supervisory Authorities;

**"EEA"** means the European Economic Area;

**"GDPR"** refers to the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and the UK General Data Protection Regulation retained from EU Regulation 2016/679.

**"Personal Data"** has the meaning set out in the Data Protection Legislation and includes (but is not limited to) Special Categories of Personal Data, for the purpose of uniquely identifying a natural person;

**"Data Subject", "Data Controller", "Data Protection Officer", "Special Category Data"** have the meaning as set out in the Data Protection Legislation;

### Data protection principles

We will comply with Data Protection Legislation law and principles, which means that your Personal Data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

### **The kind of information we hold about you**

In connection with your application for work with us, we will collect, store, and use the following categories of Personal Data about you:

- The information you have provided to us in your curriculum vitae and cover letter.
- The information you have provided on our application form, including name, title, address, telephone number, personal email address, employment history, qualifications.
- Any information you provide to us during assessments or interviews.
- Any information you provide in relation to your right to work documentation or identification checks.
- Health information to allow us to make reasonable adjustments to the recruitment process.

### **How is your personal information collected?**

We collect Personal Data about candidates from the following sources:

- You, the candidate.
- Recruitment agencies and vendors we have agreed terms in place with.
- Professional networking profiles.
- On-line recruitment websites.
- Employees and others who refer you to us.

### **How we will use information about you?**

We will use the Personal Data we collect about you to:

- Assess your skills, qualifications, and suitability for the role.
- Carry out background and reference checks, where applicable.
- Communicate with you about the recruitment process.
- Keep records related to our hiring processes.
- Comply with legal or regulatory requirements.
- We also need to process your personal information to decide whether to enter into a contract of employment with you.

Having received your CV, cover letter and/or your application form, we will then process that information to decide whether you meet the basic requirements to be screened by our in-house recruitment team for the role. We may ask you to undertake further assessments in order to determine your suitability. If you do, we will decide whether your application is strong enough

to invite you for an interview, be it by telephone, in person or other electronic means. If we decide to engage you for an interview, we will use the information you provide to us at the interview to decide whether to offer you the role. If we decide to offer you the role, we will then take up references before confirming your appointment.

We disclose your Personal Data to our private equity sponsor, Vista Equity Partners, and its affiliates, including Vista Consulting Group (collectively, "Vista"), for administration, research, database development and business operation purposes, in line with the terms of this Privacy Policy. Vista processes your personal information on the basis of its legitimate interests in overseeing the recruitment process and, if applicable, your employment relationship with Advanced. If you have consented to us doing so, we also share your personal information with other Vista portfolio companies for the purpose of being considered for other job opportunities in the pooling system, both inside and outside the EEA. Please find a full list of all Vista portfolio companies at: <https://www.vistaequitypartners.com/companies/>. In connection with the recruitment process, we transfer your Personal Data to approved third-party providers which provide applicant tracking, support and vetting services. . Where your Personal Data is transferred outside of the EEA/UK, or third country or an international organisation without an Adequacy Decision under Article 45 of the GDPR, the is only where an agreement is in place between Advanced and the recipient, which is complaint with Article 46 of the GDPR, that ensures appropriate safeguards are in place, and on condition that enforceable Data Subject rights and effective legal remedies for Data Subjects are available. If we need to process your personal data for an incompatible purpose not discussed in this Privacy Notice, we will provide notice to you and, if required by law, seek your consent. We may process your personal data without your knowledge or consent only where required by applicable law.

### **Why we collect your Personal Data**

When you applied for this role, you provided consent to us processing your personal information for the purposes of the recruitment exercise. You have the right to withdraw your consent for processing for that purpose at any time and can do so by emailing to [careers@oneadvanced.com](mailto:careers@oneadvanced.com) or contacting the Recruitment Manager.

If you are the successful candidate, we will need to process data to take steps at your request prior to entering into a contract with you. We also need to process your data to enter into a contract with you. For details of the Personal Data processing of our members of staff refer to the guidelines in Privacy Notice for staff available on Advanced Hub.

In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, we are required to check your eligibility to work in the UK before employment starts.

We have a legitimate interest in processing Personal Data during the recruitment process and for keeping records of the process. Processing data from you allows us to manage the recruitment process, assess and confirm your suitability for employment and decide to whom to offer a job. We may also need to process data from you to respond to and defend against legal claims.

We process health information if we need to make reasonable adjustments to the recruitment process for you. This is to carry out our obligations and exercise specific rights in relation to employment.

### **If you fail to provide personal information**

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully and we will not be able to take your application further.

### **Automated decision-making**

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

### **Data sharing with third parties**

- We will only share your personal information with the third parties mentioned above for the purposes of processing your application;
- All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your Personal Data for their own purposes. We only permit them to process your Personal Data for specified purposes and in accordance with our instructions. All contracted services where data is shared, or accessible outside of the UK or EEA include EU and UK approved Standard Contractual Clauses, and have undergone, and include additional security measures identified as being required by Schrems II.

### **Data security**

We have put in place appropriate security measures to prevent your Personal Data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your Personal Data to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your Personal Data on our instructions and they are subject to a duty of confidentiality. We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

### **Data retention (how long will you use my information for)**

- We will retain your Personal Data for a period of 2 years after we have communicated to you our decision about whether to appoint you to a role. We will retain your Personal Data so that we can make you aware of any suitable alternative roles that arise during this period.
- We further retain your Personal Data for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with applicable laws and regulations.

- If you would prefer that we did not retain your personal information, you can notify us at any time and we will delete your personal information. There are two ways that you can do this:
  - Send an email to [careers@oneadvanced.com](mailto:careers@oneadvanced.com)
  - log-in to our candidate portal, accessible at: <https://careers-oneadvanced.icims.com/jobs/intro>. Using your email address and the password supplied to you when you applied for employment with us, you can log in and view all the information we hold about you. Once logged-in you will find the ability to amend or delete your information.

### **Rights of access, correction, erasure, and restriction**

Under certain circumstances, by law you have the right to:

- Request access to your personal information (commonly known as a “Data Subject access request”). This enables you to receive a copy of the Personal Data we hold about you and to check that we are lawfully processing it.
- Request correction of the Personal Data that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your Personal Data. This enables you to ask us to delete or remove Personal Data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your Personal Data where you have exercised your right to object to processing (see below).
- Object to 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. You also have the right to object where we are processing your Personal Data for direct marketing purposes.
- Request the restriction of processing of your Personal Data. This enables you to ask us to suspend the processing of Personal Data about you, for example if you want us to establish its accuracy or the reason for processing it.
- There are two ways that you can view, alter or delete the Personal Data we hold about you:
  - Send an email to [careers@oneadvanced.com](mailto:careers@oneadvanced.com)
  - Log-in to our candidate portal, accessible at: <https://careers-oneadvanced.icims.com/jobs/intro>. Using your email address and the password supplied to you when you applied for employment with us, you can log in and view all the information we hold about you. Once logged-in you will find the ability to amend or delete your information.

### **Right to withdraw consent**

When you applied for this role, you provided consent to us processing your Personal Data for the purposes of the recruitment exercise. You have the right to withdraw your consent for processing for that purpose at any time.

To withdraw your consent, please contact the talent team at [careers@oneadvanced.com](mailto:careers@oneadvanced.com). Once we have received notification that you have withdrawn your consent, we will no longer process your application and, subject to our policies, we will dispose of your Personal Data securely.

## Disclaimer

We reserve the right to change, modify, add or remove parts of this Privacy Statement in line with any update in our processes or in compliance with any new applicable regulation. However, we would notify you of these changes by indicating the date on which the Statement was posted. We recommend that you visit this Statement occasionally in order to see the latest version.

## Contact Details

We have appointed a Data Protection Officer (DPO) to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your Personal Data, please contact the DPO via the information provided below,

Data Protection Office  
Security & Compliance Team  
The Mailbox  
101 Wharfside Street  
Birmingham  
B1 1RF

Email: [dataprotection@oneadvanced.com](mailto:dataprotection@oneadvanced.com).

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. Please visit the [ICO website](#) for further information.