

## **Privacy Statement for Recruitment Purposes**

AMS recognises its responsibilities with regard to the integrity and security of personal information.

AMS, as well as those companies in which AMS has a direct or indirect shareholding interest (together “the Related Companies”) will collect, use, process and disclose the information you provide through this application for employment to assess your suitability for a vacancy within the business now or in the future. In addition during your application AMS may also create material about you such as interview records or other assessment material. Some of these decisions about your suitability for a role may be made by using a fully automatic assessment process. If you are offered a role with us we may use information collected during the recruitment process for the purpose of making the offer and to manage your on-going employment with us. AMS may also use your data in an aggregated form to develop market intelligence. For the purposes of managing your on-going employment, AMS is processing data on the basis of legitimate interest of AMS, as it is necessary to fulfil the requirements of the contract between yourself and AMS, and in some circumstances on the basis that AMS has legal obligations to process your personal data.

AMS may process your sensitive personal information (as defined by the General Data Protection Regulations). Sensitive personal information in this instance relates only to health information or details of any criminal convictions. For these purposes AMS will be processing on the basis that it is necessary to meet obligations in the field of employment.

If you are going to be living and working in Northern Ireland, under the Fair Employment (Monitoring) Regulations (Northern Ireland) 1999 AMS is legally required to process information regarding your religion. Where we perform this activity it will only be done for the purposes of meeting our legal obligations.

As part of the assessment of your personal information for a current or future vacancy, you understand that it may be necessary for the Related Companies to disclose and share this, and other information about you, amongst themselves and with your referees (who may process your information in a country other than where you reside), should it be relevant to the roles or regions in which you have indicated an interest. AMS may in some circumstances share your personal information with relevant suppliers for the purposes of assessing your suitability for a vacancy and managing your on-going employment with AMS, and also with clients, for the purposes of delivering services, and some of these suppliers or clients may also be outside of the European Economic Area (“EEA”).

Many overseas countries do not have data protection legislation equivalent to that in force in the EEA, however, wherever your personal data is processed, it will be processed in accordance with all applicable laws and as if it were still inside the EEA.

As part of the Related Companies’ assessment, the accuracy and completeness of the information you have provided in support of your application may be verified. We may contact you periodically to update your personal information so that we can best inform you of opportunities with the Related Companies. If you are offered a role with one of the Related Companies then pre-employment checks will also be undertaken, which may include, but not be limited to, checking your credit history, academic qualifications and employer references, as well as carrying out criminal records checks and address validation, subject always to local law limitations.

We will retain your data as long as is necessary for the purpose that we collected it, however should you wish to, you can at any point exercise your rights as described below.

You have the right to ask for a copy of the personal information held about you, to ask for any errors or omissions in that personal information to be corrected, to request that we stop or restrict the processing, and also to have the data permanently deleted. Where the processing has included decision making performed by automated means and this has legal or significant effect, you have the right to ask us to re-consider the decision. You also have a right to make a data protection complaint to the Information Commissioner in the UK if you believe we are mishandling your personal data. You can contact them at <https://ico.org.uk/>

You are under no obligation to provide your personal information to us, however failure to do so will prevent us from managing your application, or talent pooling for potential future assignments and / or managing employment with AMS. You may request any of the above or the removal of your personal data from AMS' systems at any time by submitting a request using our individual rights online request form [here](#). If you would like to know more about your rights, please contact our Data Protection Officer at [dataprotection@weareAMS.com](mailto:dataprotection@weareAMS.com) Should AMS intend to use your personal information for anything other than the purposes described above, we will inform you or seek consent as appropriate prior to the change in use of your personal data.

AMS is committed to protecting the security of your personal information. We use a variety of security technologies, contractual controls, industry leading standards (such as ISO27001) and procedures to help protect your personal information from unauthorised access, use, or disclosure.

If you are currently employed by AMS or one of the Related Companies, this privacy notice replaces any previous Privacy Notice or Data Protection Statement.

## **Declaration**

You certify that the information which you have provided is accurate and complete and that by submitting your application or by failing to notify us, you understand that AMS and other Related Companies worldwide will be collecting, using, processing and disclosing your personal information and sensitive personal information as described above. Where relevant to the selection criteria for any vacancy, you further agree to update your personal data should your eligibility for that vacancy change.

**You understand that any misrepresentation of this Privacy Statement may result in the termination of your application or employment.**