



Voyager Worldwide Recruitment Privacy Policy

November 2021

1. Introduction

Voyager Worldwide and its Group Companies are committed to protecting the personal data that we collect from you from time to time during our recruitment process.

This Privacy Policy gives you detailed information on when and why we collect your information, how we use it, and how we keep it secure. This Policy applies when you apply for opportunities either directly through the Voyager Worldwide Careers website, via our employee referral program, through a third-party recruitment agency. It also applies when we are approaching candidates through a third-party such as (but not limited to) a job board CV databases, networking, social media sites or networking events.

Please take a moment to read it so you know what choices and rights you have about the information we may ask you for or collect about you. This Policy may change from time to time so we recommend you return to look at it each time you apply for one of our vacancies.

We are committed to deal with your personal data in accordance with all applicable laws concerning personal data, including the General Data Protection Regulation (EU) 2016/679 as applicable.

2. What kind of information does Voyager Worldwide collect, when and how?

It will depend on how you apply i.e. directly or through a third party but generally speaking we will collect the following information at the initial application:

- Name
- Contact details
- Address and Postcode
- Qualifications, skills and experience
- Immigration status
- Any relevant reasonable adjustments, such as disabilities, a potential candidate may require for interview stages
- Remuneration expectations

During the shortlisting and selection process we may also collect, store and use additional information such as:

- Copy of driving licence
- Psychometric or situational judgement test/profile information
- Date of birth
- Those extra details that you choose to share with us

If you are successful in being offered a role with Voyager Worldwide we will collect, store and use the following additional (but not limited to) information necessary to on-board you as an employee:

- Criminal Conviction declaration
- Banking and Tax information
- Nationality
- Copy passport or equivalent identity card
- Financial information (where financial background checks are required)
- Remuneration details
- Health information where adaptations to working environment may be required
- Emergency contact details
- Referee information.

Usually we collect this personal information directly from you through our website, through job advertisements or a recruitment agency. We may sometimes be required to collect additional information from third parties or other publicly available sources. We will take reasonable steps to inform you we collect your personal information from a third party, such as via recommend a friend schemes.

Why do we collect this personal information?

To ensure possible employment opportunities are offered to the most suitable candidates, we need to process certain personal information about you. We only process your information where necessary to progress a job vacancy or as required by law or regulatory requirements, so not all the purposes set out below will apply to you all the time.

3. Explaining the legal basis we rely on

Data protection law sets out a number of different circumstances in which a company may process personal data including:

Consent

Where we require your sensitive information, such as medical information, as part of the employment process, we will obtain your consent.

We will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

Contractual obligations

In certain circumstances we need your personal data, such as bank details for payroll processing, to comply with our contractual obligations

Legal Obligations

When we need to use your personal data to comply with a common law or statutory obligation, such as evidence of right to work in certain countries.

Legitimate Interests

Where a legal claim connected with you is likely to arise then we may need to process personal data to pursue our legitimate interests in a way which might reasonably be expected as running our business and which does not materially impact your rights, freedom or interests.

4. Who do we share your information with?

Voyager Worldwide, as the name suggests, has locations over 8 different countries so there may be a requirement to share your personal information internally, both in the country where the vacancy is based and in other countries, some of which are located outside the EEA. Equally your data may be accessed by other colleagues based in our global locations via our internal servers, only when applicable to the vacancy. Your information will only be shared or accessed if it is necessary but we do need to make you aware that on occasions in order to complete our resourcing process, we might share data with other countries.

We use a software system called PeopleHR to help with applicant tracking for our vacancies. The information on PeopleHR is located on servers in the United Kingdom. All recruitment information can be accessed by our global People, Culture and Workplace function but will only be accessed if it is necessary for supporting a vacancy within their remit territories.

5. How long will we keep your information?

We will retain your personal information for as long as necessary to fulfil the purposes we of the recruitment and selection process.

Typically we will not keep candidate details for longer than 12 months following the submission of an application unless there are compelling reasons to retain for a longer period.

However if you don't want us to hold your details for future opportunities, then you can contact us and we will of course remove you and your information from our database.

6. How do we protect your information?

Most of your information will be stored on PeopleHR software which is protected to seek to ensure that unauthorised or unlawful processing of personal information, accidental loss or destruction of, or damage to, personal information does not occur. In addition, we limit access to your personal information to those colleagues only who are part of the role hiring team and other People, Culture and Workplace team members. They will only process your personal information 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.

7. What right do I have in relation to my personal data processed by you?

You may have the right to request:

- Access to the personal data we hold about you, free of charge, in most cases
- The correction of incorrect, out of date or incomplete personal data
- That we delete your personal data we hold

Where the right exists, if you wish to contact us to exercise any of the above rights please use the following contact details:

Lesley Chin, General Counsel (Lesley.chin@voyagerww.com), or
Emma Jamieson, People, Culture and Workplace Manager EMEA
(emma.jamieson@voyagerww.com).

8. Making a complaint

If you feel that personal data has not been handled correctly or you are unhappy with any of the responses that you have received from us regarding the use of your personal data, you may have the right to make a complaint to the regulator in your country of residence. In the UK this is the Information Commissioner Office. You can contact them as follows:

Tel: 0303 123 1113

www.ico.org.uk/concerns

9. Cookies

Our site uses cookies to store information on your device used to access the sites. A cookie is a small amount of data, which often includes a unique identifier that is sent to your device from a website's computer and is stored on your device's hard drive. Some of these cookies are essential to make our website work and others help us to improve by giving us some insight into how the site is being used.

These cookies are set when you submit a form, login or interact with the site by doing something that goes beyond clicking some simple links. We also use some non-essential cookies to anonymously track visitors or enhance your experience of the site.

If you are not happy with this, we will not set these cookies but some nice features on the site may be unavailable. To control third party cookies, you can also adjust your browser settings.