

Candidate Privacy Notice

PEI Media Limited (PEI Group) uses a cloud-based talent acquisition software called Eploy to collate and process personal information, sourced via direct application or third-party Agency providers. The system retains data obtained from the application process through to onboarding. PEI may also collect data through requesting information personally from yourself or using a background check provider to process employment checks.

This privacy notice will make clear the types of personal information PEI retain, how your personal information will be used and the reason behind why PEI collect it.

What information do we hold about you?

Types of personal information which PEI collect and retain can be from various sources such as your CV, cover letters, interview notes or assessments, education, reference checks, transcripts and proof of identity documents such as your passport or government identification documents where immigration status is required.

How is your personal information collected?

PEI collects your personal information following your candidate profile creation and application to work for PEI directly or through a third-party company, Eploy, in order to properly assess your suitability and ability to carry out the role applied for. PEI will only collect information which is necessary to review and assess your application for employment, where necessary to comply with legal obligations and where necessary for PEI's legitimate interests such as protecting the Company's legal rights.

How will we use information about you?

We will use your information for the purposes of recruitment and onboarding only. This may include;

- Making a decision about your recruitment or appointment.
- Determining terms in which you can work with us including evaluating eligibility to work in in the region you have applied for.
- For equal opportunity monitoring and reporting.

How do we share information about you?

PEI may share your personal information with third parties such as PEI Media Inc (USA) and PEI Media (Hong Kong) to make your position known or to refer you for other suitable vacancies. This may also include sharing your information with PEI employees supporting the recruitment process, such as hiring managers and supporting interview panels.

We may also share basic information with third parties who's details you share as part of the reference checking process.

Where do we store information about you and for how long?

PEI Group will hold your personal data for a period of 12 months, in which time we will contact you in a timely manner for you to opt into further communication from you. You are able to opt out of receiving job alerts or communications at any time by visiting your candidate profile. In some circumstances we may hold your personal information for longer but this will be anonymized so it can no longer be associated with you.

When agreeing to the above, you consent to PEI Media collecting and processing your personal information in line with the GDPR and UK Data Protection Act. You consent to the Company contacting you via email or telephone regarding your job application or in regard to any data relating to your job profile. You can opt out of these alerts at any time by unsubscribing from receiving any communications.

To request more about how PEI collect, process, and handle your data, please contact recruitment@peimedia.com