

Candidate Privacy Policy.

August 2026 v1.4

**This
is our
Space.**

CONTENTS

1.	INTRODUCTION.....	1
2.	INFORMATION WE COLLECT.....	1
3.	INFORMATION WE RECEIVE FROM OTHER SOURCES	2
4.	HOW WE USE YOUR INFORMATION	2
4.1	LAWFUL BASIS FOR PROCESSING	2
4.2	WHY WE PROCESS YOUR INFORMATION	2
4.3	AUTOMATED DECISION MAKING	3
4.4	SHARING YOUR INFORMATION	3
5.	HOW WE PROTECT YOUR INFORMATION.....	3
6.	WHERE YOUR INFORMATION IS STORED	3
7.	HOW LONG WE KEEP YOUR INFORMATION.....	4
8.	YOUR RIGHTS.....	4
9.	COMPLAINTS.....	4
10.	CONTACT	4
11.	REVIEW.....	4
12.	REVISION HISTORY.....	5

1. INTRODUCTION

At Space Engineering Services Ltd, we take your privacy seriously.

This Privacy Notice explains what personal information we collect during the recruitment process, how we use it, who we may share it with and how we keep it secure.

Space Engineering Services Ltd is the Data Controller for all recruitment activities.

Where applications are submitted through our Applicant Tracking System (ATS), the ATS provider acts as a Data Processor and processes information on our behalf and in accordance with applicable data protection legislation.

If you apply through a job board, recruitment website or other third-party platform, that organisation may also process your information in line with its own privacy notice.

2. INFORMATION WE COLLECT

As part of the recruitment process, we may collect information including:

- your name, address, email address and telephone number;
- qualifications, training, skills and experience;
- employment history;
- information contained within your CV, covering letter or application form;
- interview notes and assessment records;

- correspondence relating to your application;
- right to work documentation where required; and
- referee details or other information you choose to provide.

The information we collect will depend on the role you are applying for and the stage of the recruitment process.

3. INFORMATION WE RECEIVE FROM OTHER SOURCES

Most information is provided directly by you.

Where appropriate, we may also receive information from:

- referees;
- recruitment agencies;
- qualifications or accreditation providers;
- right to work checking services; or
- other organisations where there is a lawful reason to do so.

We do not routinely collect information from public social media platforms.

4. HOW WE USE YOUR INFORMATION

4.1 LAWFUL BASIS FOR PROCESSING

We generally process candidate information because it is necessary for our legitimate interests in recruiting suitable people for our business.

Depending on the circumstances, we may also process information:

- to comply with our legal obligations;
- to take steps before entering into an employment contract; or
- with your consent where appropriate.

4.2 WHY WE PROCESS YOUR INFORMATION

We use your information to:

- assess your suitability for a role;
- communicate with you throughout the recruitment process;
- arrange interviews and assessments;
- complete recruitment administration;
- carry out right to work checks where required;
- maintain appropriate recruitment records;
- respond to legal or regulatory requirements;
- defend legal claims if required; and

- consider you for future opportunities where you have agreed for us to retain your information for this purpose.

4.3 AUTOMATED DECISION MAKING

Our Applicant Tracking System may assist with the administration and management of applications. Final recruitment decisions are always made by appropriately authorised employees.

Where any automated screening or profiling is used, appropriate safeguards will be applied and candidates will have the opportunity to request human review where required.

4.4 SHARING YOUR INFORMATION

Your information will only be shared where there is a genuine business need and lawful reason to do so.

This may include:

- People & Development;
- hiring managers;
- interview panel members; and
- approved third-party service providers who support our recruitment process.

We may also disclose information where required by law, regulation or legal process.

5. HOW WE PROTECT YOUR INFORMATION

We take the security of your information seriously. We have appropriate measures in place to help protect personal information from being lost, misused, disclosed or accessed without authority. Access is limited to those involved in the recruitment process who need the information to carry out their role.

Where third parties process information on our behalf, they are required to operate in line with applicable data protection requirements.

6. WHERE YOUR INFORMATION IS STORED

Candidate information may be stored within:

- our Applicant Tracking System;
- email systems;
- document management platforms; and
- other secure business systems used during recruitment.

Where information is transferred outside the UK, appropriate safeguards will be applied in accordance with data protection legislation.

7. HOW LONG WE KEEP YOUR INFORMATION

Candidate information will be retained in accordance with the Company's Information Retention Guidance, unless a longer period is required or permitted by law.

If you are successful in obtaining employment with Space Engineering Services Ltd, relevant recruitment information will become part of your employment record and will be processed in accordance with the Employee Privacy Notice.

8. YOUR RIGHTS

You have a number of rights in relation to your personal information, including the right to:

- request access to the information we hold about you;
- ask us to correct inaccurate information;
- request deletion of information in certain circumstances;
- restrict how information is used;
- object to certain types of processing;
- request a copy of information in a portable format; and
- challenge certain automated decisions.

If you would like to exercise any of these rights, please contact us using the details below.

Depending on the functionality available, you may also be able to view, update or withdraw information directly through your applicant account.

9. COMPLAINTS

If you have any concerns about how your personal information has been handled, please contact us first so that we can investigate and respond.

You also have the right to raise a concern with the Information Commissioner's Office (ICO).

10. CONTACT

If you have any questions about this Privacy Notice or would like to exercise your data protection rights, please contact the People & Development Team at Space Engineering Services Ltd (enquiries@space-engineering.co.uk)

Where required, we may work with our Applicant Tracking System provider to support your request.

11. REVIEW

This Privacy Notice will be reviewed periodically and updated where required to reflect changes in legislation, guidance, recruitment processes or business requirements.

12. REVISION HISTORY

Release Number	Date	Revision description	Author
v1.0	April 2020	1st policy and procedure guidelines	Diane Abrahams
v1.1	February 2021	Updated Policy Template	Diane Abrahams
v1.2	May 2023	General Policy Update	Mark Nicholson
V1.3	January 2026	Updated with introduction of new ATS	Samantha Weaving
V1.4	August 2026	Privacy Notice review and update	Diane Abrahams