

Energia Group Recruitment Privacy Statement

Introduction

This Privacy Statement explains how Energia Group uses the personal information you provide as part of the recruitment process, why we collect it, who may have access to it, and your rights regarding your personal data.

For further information about how we process personal data, please refer to our [Privacy Policy](#).

What Information Do We Collect?

We collect information that you provide during the application and recruitment process. This may include, but is not limited to:

- Name, address, email address, and telephone number
- Curriculum Vitae (CV), where applicable
- Equal opportunities monitoring information (special category data), which is used solely for statistical analysis and monitoring purposes
- Responses to application questions
- Information relating to your qualifications, skills, experience, and employment history
- Any other information you choose to provide in support of your application

We process your personal data on the legal bases of:

- Contractual necessity
- Legitimate interests
- Compliance with legal obligations
- Consent, where applicable

Your information will be used to assess your suitability for employment, manage the recruitment process, conduct recruitment-related statistical analysis, and comply with legal and regulatory obligations, including equal opportunities monitoring requirements.

Why Do We Collect This Information and Who Do We Share It With?

The information you provide:

- Will be stored securely on our systems and may be downloaded by authorised personnel where necessary
- Will be used to process and manage your application
- May be shared with relevant Energia Group business units involved in the recruitment process

- May be shared with approved third-party service providers and processors acting on our behalf
- Will be used to communicate with you regarding your application and any related recruitment activities
- May be used to comply with legal and regulatory requirements
- May be used for statistical analysis and reporting purposes.
- May be retained and used to contact you regarding future employment opportunities where permitted

We will only share your information where necessary and in accordance with applicable data protection legislation.

Automated Decision-Making

As part of our recruitment process, we may use automated decision-making tools to assess whether applicants meet certain pre-defined criteria for a role, such as minimum educational or qualification requirements.

If a decision is made solely by automated means and you are dissatisfied with the outcome, you have the right to challenge the decision and request human review and intervention.

To exercise this right, please contact us at: careers@energiagroup.com.

How Long Do We Keep Your Information?

Your candidate account will be deactivated after 12 months of inactivity. You may also deactivate your account at any time, after which your personal data will be anonymised where appropriate.

We will retain recruitment-related personal data only for as long as necessary to fulfil recruitment purposes, comply with legal and regulatory obligations, resolve disputes, and enforce our legal rights.

How Can I Access the Information You Hold About Me?

We are committed to providing individuals with reasonable access to the personal information we hold about them.

If you have registered an account, you can access your profile at any time using your secure login credentials to:

- Review your information
- Update or correct your details
- Withdraw your application or remove your information where applicable

All requests relating to access, correction, or deletion of personal information will be handled in accordance with applicable data protection laws.

Your Rights

You have the following rights regarding your personal data:

- The right to request a copy of the personal information we hold about you (Subject Access Request)
- The right to have inaccurate or incomplete information corrected
- The right to request the erasure of your personal data in certain circumstances
- The right to restrict processing in certain circumstances
- The right to receive and reuse your personal data in a portable format, where applicable
- The right to withdraw your consent where processing is based on consent
- The right to object to the processing of your personal data in certain circumstances
- The right not to be subject to decisions based solely on automated processing, including profiling, that produce legal or similarly significant effects, unless such processing is:
 - Necessary for entering into or performing a contract;
 - Authorised by applicable law; or
 - Based on your explicit consent.
- The right to lodge a complaint with the Data Protection Officer and relevant data protection authority.

Where you exercise your right to object or withdraw consent, we may continue to process your personal data where we are legally permitted or required to do so. In such cases, we will only process the information necessary to meet those obligations.

Complaints

If you are dissatisfied with how we have handled your personal data, you may raise a concern through our internal complaints' procedure.

If you remain dissatisfied, you have the right to lodge a complaint with the relevant supervisory authority. UK applicants must raise their complaint with the Energia Group Data Protection Officer first at: dataprotection@energiagroup.com

For applicants in the UK, the relevant authority is:

Information Commissioner's Office (ICO)

www.ico.org.uk

For applicants in ROI, the relevant authority is:

Data Protection Commission (DPC)

www.dataprotection.ie

Changes to This Privacy Statement

Energia Group reserves the right to update this Privacy Statement from time to time to reflect changes in legal, regulatory, or business requirements. Any updates will be published on our website or otherwise communicated where appropriate.

How to Contact Us

If you have any questions about how your personal data is processed, or if you require further information regarding this Privacy Statement, please contact the Energia Group Data Protection Officer:

Email: dataprotection@energiagroup.com