

PRIVACY NOTICE

VertaseFLI (hereafter referred to as the Company) takes your privacy seriously. This Privacy Notice describes how the Company handles personal data you submit when applying for a job.

Your consent

Providing your application data is voluntary. However, if you decline to submit requested candidate data, our ability to consider you as a candidate may be limited.

By submitting your application data:

- You acknowledge that you have read and understood this Privacy Notice.
- You are declaring that the information given in the application is complete and true to the best of your knowledge and understand that incorrect statements could lead to your application being rejected
- You are authorising VertaseFLI to verify statements contained in this application and to make any necessary reference checks where appropriate and lawful and only after you reach the relevant stage of the recruitment process

Processing of your personal data during recruitment is not based on consent. Instead, the Company relies on lawful bases under UK GDPR, including legitimate interests, legal obligations and taking steps prior to entering into an employment contract.

Who is responsible for your data?

VertaseFLI controls the ways your personal data is collected and the purposes for which your personal data is used, and we are the 'data controller' for the purposes of the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Personal data we collect about you

This Privacy Notice covers any candidate data you submit to VertaseFLI for the recruiting process. This may include but is not limited to the following information:

- Your name, contact details and candidate status.
- Information included in your CV or cover letter, such as job history, academic background, skills and competencies, personal interests, etc.
- Job preferences and type of employment sought, willingness to relocate.
- Names and contact details for references. Please note that it is your responsibility to obtain consent from your references prior to providing us personal information about them.
- Current and historic salary details together with salary expectations.

VertaseFLI may collect data directly from you or from third parties, for example when doing a background check or employment reference. Such checks are conducted only where lawful and proportionate, and only at the appropriate stage of the recruitment process

How and why we use your personal data

The personal data you provide in your application and as part of the recruitment process will only be held and processed to facilitate the selection process and in connection with any subsequent employment. Your personal data may be used to:

- Assess your application for employment at VertaseFLI

PRIVACY NOTICE

- Verify your information
- Conduct reference checks where lawful and appropriate,
- Communicate with you
- Inform you of further career opportunities.

In the event of your application resulting in the offer and your acceptance of a position at Vertase FLI, the data collected will become part of your employment record and will be used for employment relationship purposes.

The Company does not undertake any automated decision making and profiling.

Security of your personal data

We are committed to taking appropriate technical and organisational measures to protect your personal data against unauthorised or unlawful processing and against accidental loss, destruction or damage. Measures include secure system access controls, encrypted storage where appropriate, staff training, and data-processing agreements with third-party service providers.

How long will we keep your data?

We will retain your personal data for as long as we need it in order to fulfil our purposes set out in this Privacy Policy or in order to comply with the law.

In addition to using your data for the position for which you have applied, Vertase FLI may retain and use your application data to consider you for other positions, for a maximum period of 2 years. If you do not want to be considered for other positions, please inform us and VertaseFLI will delete all your data.

Sharing your personal data

Your personal data is kept by the HR department and may be shared with recruiting managers within the Company. We may also share your data with external recruitment agencies (if used), IT service providers, occupational health professionals (where applicable), professional advisers (e.g., legal or audit), and statutory bodies where legally required. Such sharing is carried out under appropriate data-processing agreements. The Company has no intention of sharing data with third parties for marketing purposes.

Your rights and your personal data

Unless subject to an exemption under the UK GDPR, you have the following rights with respect to your personal data:

- The right to be informed about the collection and use of your personal data.
- The right of access to your personal data.
- The right to have inaccurate personal data rectified.
- The right to have personal data erased.
- The right to restrict or suppress personal data.
- The right to data portability – allowing individuals to obtain and reuse data across different services.
- The right to object – for example, profiling.
- Rights in relation to automated decision making and profiling.

PRIVACY NOTICE

- The right to lodge a complaint with the Information Commissioner's Office (ICO) at www.ico.org.uk

Requesting access to your personal data

If you would like a copy of some or all of the information, please email Rebecca Weller, People & Culture Director at rweller@vertasefli.co.uk.

Reporting breaches

A personal data breach means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data. This includes breaches that are the result of both accidental and deliberate causes.

Personal data breaches can include:

- access by an unauthorised third party;
- deliberate or accidental action (or inaction) by a controller or processor;
- sending personal data to an incorrect recipient;
- computing devices containing personal data being lost or stolen;
- alteration of personal data without permission; and
- loss of availability of personal data.

If you believe a data breach has occurred you must inform Rebecca Weller with immediate effect.

Updates to our privacy policy

We will keep our privacy policy under regular review and we will communicate any updates.

Contact Information

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to Rebecca Weller, People & Culture Director.

Signed on behalf of VertaseFLI



Steve Edgar, Managing Director
Reviewed: February 2026