



STV TELEVISION LIMITED PRIVACY NOTICE – RECRUITMENT

This privacy notice sets out what STV will do with the information you provide to us during the recruitment process to progress your application with a view to offering you an employment contract with us, or to fulfil legal or regulatory requirements. We will not share any information you provide to us for marketing purposes, and we will use the contact details you give us to contact you to progress your application.

HOW WE USE YOUR DATA

What information do we process?	Why do we process it?	What is the legal basis for processing?	Who has access to it?	How long to we keep it for?
<p>We process the following personal information which you provide either directly and/or indirectly (eg through a recruitment agency):</p> <ol style="list-style-type: none"> Name, contact details, CV, application information and references Information from your interview (eg interview notes) Special Category / Equal Opportunities Information Data (e.g. health, race, ethnicity etc) 	<p>1&2. To assess suitability for the role you have applied for and to contact you to attend an interview and/or assessment.</p> <p>If you are unsuccessful, we may ask if you would like your details retained for a specified period, and if agree, we will contact you should further suitable positions arise.</p> <p>3.This information is not mandatory and you do not have to provide it. Where provided, we will use it to consider whether we need to provide appropriate adjustments for the interview or practical assessments and for equal opportunity monitoring.</p>	<p>1&2. Contractual: necessary steps towards formulating an employment contract between us.</p> <p>Legitimate interests: it is necessary for our assessment of candidate suitability for the role.</p> <p>3. Employment law: it is necessary to carry out employment obligations and exercise specific rights to provide safeguards for fundamental rights and interests.</p>	<p>The STV group of companies and/or STV Appeal (as applicable) depending on location of vacant position).</p> <p>Recruitment agencies (as applicable where engaged in the recruitment process).</p>	<p>Unsuccessful Applicants: 6 months (unless otherwise agreed)</p> <p>Successful Applicants: Until 6 months after the end of your employment</p>



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Your Legal Rights

Right of Access: to ask for copies of your information. (You may not always receive all the information we process, e.g. if your data includes information about another person, or if the request is considered manifestly unfounded or excessive).

Right to Rectification: to ask us to rectify information that you think is inaccurate or to complete information that is incomplete.

Right to Erasure: to ask us to erase your information in certain circumstances (e.g. where there is no good reason for us continuing to process it).

Right to Restrict Processing: to ask us to restrict processing in certain circumstances (e.g. to establish its accuracy of the reason for processing).

Right to Object: you have a right to object to processing where we are relying on our legitimate interests.

Data Portability: you have the right to ask that we transfer the information you gave us to another organisation if it is used as part of a contract with you.

Additional Information

- You have a right to lodge a complaint with a supervisory authority, which for the UK is the Information Commissioners Office (website: <https://ico.org.uk>).

ABOUT US - CONTACT

DATA CONTROLLER : STV TELEVISION LIMITED

HR
STV Television Limited
Pacific Quay
Glasgow, G51 1PQ
Tel: 0141 300 3222

If you have any questions about STV's privacy notice or the processing of your personal information, or you want to exercise any of your rights, please contact STV's Data Governance Manager at:

hr@stv.tv.