

KOBALT RECRUITMENT PRIVACY NOTICE

We are committed to protecting and respecting your privacy. This Privacy Policy sets out the basis on which the personal data collected from you will be processed by us in connection with our recruitment processes. For the purpose of the General Data Protection Regulation (“**GDPR**”) the Data Controller is Kobalt London Limited, KTech Limited or Kobalt Music Group Limited depending on the Kobalt company you apply to.

Information we collect from you

We collect and process some or all of the following types of information from you in the course of our recruitment processes:

- Information that you provide when you apply for a role. This includes information provided through an online job site, via email, in person at interviews and/or by any other method.
- In particular, we may process personal details such as name, email address, address, date of birth qualifications, experience, and all other information supplied by you, information relating to your employment history, skills and experience that you provide to us, as well as profile photos, links to your social profiles and other publicly accessible information that we may collect through a third party data provider.
- We may keep a record of that correspondence.
- We will also obtain personal data from other sources such as your employment agency or the website in which you applied for a role with us.

Lawful basis for processing

We rely on legitimate interest as the lawful basis on which we collect and use your personal data. Our legitimate interests are the recruitment of staff for our business.

Purposes of processing

We use information held about you in the following ways:

- To consider your application and assess your suitability in respect of a role for which you have applied and to conduct interviews (if applicable).
- To evaluate your suitability for the role.
- To consider your application in respect of other roles for which you may not have applied.
- To communicate with you in respect of the recruitment process.
- To undertake organisation planning
- To enhance any information that we receive from you with information obtained from third party data providers.
- To provide you with information that you request from us or which we feel may interest you.
- To carry out our obligations arising from any contracts entered into between you and us.

DISCLOSURE OF YOUR INFORMATION

We may pass your information to our third party service providers, agencies, subcontractors and other associated organisations for the purposes of completing tasks and processing your application. We may disclose your personal data to any member of our corporate group, which means our subsidiaries, our ultimate holding company and its subsidiaries, as defined in section 1159 of the UK Companies Act 2006.

Other than as set out above, and save insofar as is necessary in order for us to carry out our obligations arising from any contracts entered into between you and us, we will not share your data with third parties unless we have procured your express consent to do so.

STORING YOUR PERSONAL DATA

Security

We take appropriate measures to ensure that any personal data are kept secure, including security measures to prevent personal data from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal data to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality. We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to the Website; any transmission is at your own risk. Once we have received your information, We will use strict procedures and security features to try to prevent unauthorised access.

Keeping your personal data up to date

If your personal details change you may update them by contacting us. If you have any questions about how we use data collected which relates to you, please contact us by email to the contact details below.

We will endeavour to update your personal data within seven (7) working days of any new or updated personal data being provided to us, in order to ensure that the personal data we hold about you is as accurate and up to date as possible.

How long we keep your personal data

- We will hold your personal data (eg name, address and contact details) for a period of one year so that we can contact you if an appropriate role becomes available in a Kobalt company.

Where we store your personal data

All information we hold about you is stored on our secure servers within the EEA.

YOUR RIGHTS

Under the General Data Protection Regulation you have a number of important rights free of charge. In summary, those include rights to:

- access to your personal data and to certain other supplementary information that this Policy is already designed to address
- require Us to correct any mistakes in your information which We hold
- require the erasure of personal data concerning you in certain situations
- receive the personal data concerning you which you have provided to Us, in a structured, commonly used and machine-readable format and have the right to transmit those data to a third party in certain situations
- object at any time to processing of personal data concerning you for direct marketing

- object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affect you
- object in certain other situations to our continued processing of your personal data
- otherwise restrict our processing of your personal data in certain circumstances
- claim compensation for damages caused by our breach of any data protection laws.

For further information on each of those rights, including the circumstances in which they apply, see the [Guidance from the UK Information Commissioner's Office \(ICO\) on individual's rights under the General Data Protection Regulation.](#)

If you would like to exercise any of those rights, please email, call or write to us, let us have enough information to identify you, let us have proof of your identity and address (a copy of your driving licence or passport and a recent utility or credit card bill), and let us know the information to which your request relates.

HOW TO COMPLAIN

We hope that we can resolve any query or concern you raise about our use of your information.

The [General Data Protection Regulation](#) also gives you right to lodge a complaint with a supervisory authority, in particular in the European Union (or European Economic Area) state where you work, normally live or where any alleged infringement of data protection laws occurred. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns/> or telephone: 0303 123 1113.

CHANGES TO OUR PRIVACY POLICY

We reserve the right to modify this Policy at any time. Any changes we may make to our Policy in the future will be notified and made available to you using the Website. Your continued use of the services and the Website shall be deemed your acceptance of the varied privacy policy.

All questions, comments and requests regarding this Privacy Policy should be addressed to SAR@kobaltmusic.com or write to us at Kobalt, The River Building, 1 Cousin Lane, London EC4R 3TE.