



## **Application Tracking System (Recruitment) Privacy Notice**

**Last revised: 05 October 2023**

This notice covers personal information processing by us in relation to your use of this application tracking system.

This system is managed by Deloitte Touche Tohmatsu Ltd ("DTTL" also known as "Deloitte Global") with registered office 1 New Street Square, London, United Kingdom, EC4A 3HQ, using a technical solution provided by Avature.

### **Personal information which we process**

The personal data that we may collect or obtain includes your name, contact information (for example, your home address, phone number and email address), and employment and education history (for example, information about your current and former employer(s), the school(s) you have attended and the degree(s) you have attained), certificate and/or license information.

We may collect or obtain such personal data because you give it to us in connection with your application for a position, or the information may be submitted on your behalf in support of a Deloitte position you have applied for or expressed interest in. For instance, to the extent appropriate and in accordance with applicable law, Deloitte may seek additional data and/or verify your personal data by contacting your references, referrer, and other third parties.

### **Special category data**

At Deloitte, our ambition is to have a more diverse workforce, bringing strong representation of society into the workplace and a diversity of thought, which will drive success; ensuring that every individual is comfortable being themselves, is respected, and can see how they will be successful within Deloitte. To support our inclusion ambition, we ask applicants and people within our business to share sensitive or special category data with us.

We therefore request certain personal data, including gender, ethnicity, sexual orientation, religion and beliefs, health conditions, caring responsibilities, and other questions relating to your socioeconomic background. Please note that this data is not considered as part of our selection process.

### **How we use information about you**

Use of personal data for the recruitment process and recruitment related activities. We will use the personal data that we collect or obtain about you to:

- manage your application for employment, including arranging any potential interviews and to make any necessary reasonable adjustments;
- contact you during your candidacy, send you announcements, or request additional information as required;
- assess your suitability for other current and future roles at Deloitte;
- build a relationship with you and learn more about your career interests;
- create a candidate profile for you in our Recruitment System;
- should you be hired by Deloitte, your personal data will be used to fulfil your contract of employment with Deloitte and as permitted by applicable laws, for the duration of your employment and post-employment where appropriate;
- to monitor the diversity of applicants within our various recruitment and employment processes and make changes or improvements as needed.
- where you have shared your diversity data with us for the purposes of your application, and if your application is successful, we will upload this data into your employee digital file. This data will be used for related purposes as described above

and in line with our employee fair processing notice (available to you at onboarding stage). You will be provided with an opt-out option within your application. This is completely optional, and this data can be amended or updated at any stage during your tenure, should you wish.

Should you be successful in your application, your offer will be subject to various vetting procedures including pre-employment checks, criminal record checks and national security clearance checks if applicable; where such checks are required this will be included in the advertised job description.

**The lawful basis for processing information**

We use your personal information for the purposes outlined above because of our legitimate interest to facilitate and or manage your application for employment; take steps to employ you or otherwise contract with you; or because the processing is necessary for compliance with a legal obligation we have.

To the extent that we process any special categories of data relating to you for any of the purposes outlined above we will do so because you have given us your explicit consent to process that data unless we are otherwise permitted to do so by law.

Whilst providing your special category data is entirely optional, it is encouraged as it will help us monitor the diversity of our applicants, our successful candidates as well as our existing workforce.

**Contact information**

To exercise your rights or if you have any questions concerning your privacy in connection with our processing of your personal information as a controller, please contact [DTTLPrivacy@deloitte.com](mailto:DTTLPrivacy@deloitte.com).

Should you wish to contact our Data Protection Officer, you may write to 1 New Street Square, London, EC4A 3HQ, or send an email to [DeloitteGlobalDPO@deloitte.com](mailto:DeloitteGlobalDPO@deloitte.com).

For more information on how Deloitte Global processes and shares your data and for details on your rights under GDPR please refer to our [Privacy Statement](#).