

Mitsubishi Electric Europe B.V. UK (“MEU”)

Data Protection Notice

In applying to join the MEU team as an employee, you will be providing us with certain personal data about yourself. This notice sets out how we will process this data and comply with the various laws to which MEU is subject, including the General Data Protection Regulation 2016/679, to ensure that we deal with your personal data in an appropriate manner.

Who are we?

Your personal data is processed by the MEU company you apply to, and this will be the data controller of that personal data. We may pass all or part of your data between other relevant MEU group companies to the extent permitted under local law for the purpose of your recruitment selection and if you are taken on, as part of your employment.

What personal data may we collect about you and why?

As part of your recruitment process we may collect, where permitted by local law and as appropriate:

- your contact details, CV or résumé, application form details (to the extent permitted under local law), interview notes, national insurance or other identification number, and your visa, passport or permission to work documentation, references from former employer(s); and
- health details (via our occupational health assessor, limited to a declaration of fitness to work); and
- details of your ethnic background and disabilities you may have and whether you have been long term unemployed strictly for the purposes of monitoring compliance with anti-discrimination legislation and our policies
- we may also undertake criminal records or financial probity checks or other independent searches (and where we do so you will be asked to consent to such collection and use before we or our agents undertake the search) to assess your suitability for the position.

We do not conduct any vetting of applicants aside from ascertaining an applicant’s legal ability to work.

Where reasonably necessary or required to do so, we may disclose these details to third parties in relation to law enforcement or regulatory investigation and also for the purpose of conducting any pre-employment checks (to the extent that these are permitted under local law).

If you are taken on to work at MEU we will collect other personal data, in accordance with our internal Employees and/or Workers data processing notice.

On what basis will we assess your application?

We will assess your application on the basis of your suitability to the advertised role.

We shortlist applicants using a manual selection process, considering appropriate experience and skills for the job. Should we use an automated selection process, you will be informed.

What legal basis do we have for using your personal data?

We process your personal data in order to assess your application prior to entering into an employment contract with us and pursuant to laws to which MEU is subject (e.g. in relation to equal opportunities). This processing is a necessary pre-condition of entering into any future contract with you and for MEU to fulfil its obligations with respect to other employees and yourself (should you be employed by MEU). If you are unable to provide us with the information requested, we may be unable to assess your appropriateness for the job applied for or to communicate with you.

When do we send your personal data abroad?

We hold your personal data principally in the country in which you apply for a role. However, it is sometimes necessary for us to provide details about your application to other MEU or MEU-related companies for the purposes of your selection, which may be situated outside the European Economic Area, and we may use service providers and agents in the administration of our business. When we do so, we will ensure that such transfers ensure that an appropriate level of protection is given to the personal data (and we use EU-approved "Model Clauses" where appropriate in order to ensure this). Your relevant HR contact or Data Protection contact can provide you with a copy of the Model Clauses upon request.

How long do we keep your personal data for?

We keep records of your data for no longer than is necessary for the purpose for which we obtained them and any other permitted linked purposes. If your application is unsuccessful, we will delete your information. However, deletion of files may be suspended where required by law or to defend ourselves if we consider a complaint or dispute to be likely.

What are your rights in relation to the personal data we collect?

If you are situated within the EEA, you have certain rights in relation to your personal data. Please be aware that certain exceptions apply to the exercise of these rights and so you will not be able to exercise these in all situations.

- (a) **Subject Access:** You have a right to be provided with access to any data held about you by MEU, generally within 1 month of your request.
- (b) **Rectification:** You can ask us to have inaccurate personal data amended.
- (c) **Erasure:** You can ask us to erase personal data in certain circumstances and we will take reasonable steps to inform other controllers that are processing the data that you have requested the erasure of any links to, copies or replication of it.
- (d) **Withdrawal of consent:** You can withdraw any consents to processing that you have given us and prevent further processing if there is no other ground under which MEU can (and does) use to justify the processing your personal data.
- (e) **Restriction:** You can require certain personal data to be marked as restricted whilst complaints are resolved and also restrict processing in certain other circumstances.
- (f) **Portability:** You can ask us to transmit the personal data that you have provided to us and we still hold about you to a third party electronically.
- (g) **Raise a complaint:** You can raise a complaint about our processing with the data protection regulator in your jurisdiction.
- (h) **Prevent processing:** You can require MEU to stop any processing based on the legitimate interests ground unless MEU's reasons for undertaking that processing outweigh any prejudice to your data protection rights.

Please note that these rights will vary slightly between EU member states. In France for instance, you also have the right to provide directives as to how you wish your personal data may be used after your death.

If you wish to exercise any of the rights set out above, we will endeavour to respond to your request within a reasonable timescale.

Requests from Data Subjects to the Data Protection Contact

If you are in the EEA and in certain other countries you may be entitled to exercise such rights in relation to our processing of your personal data. If you would like to exercise these rights, please contact the relevant Data Protection contact who will advise you of MEU's specific responsibilities in relation to your request.

How to contact us

If you would like to contact us regarding any of the matters stated in this notice please use the [Contact Form](#) on our website.

Appendix A

Entity name	Address	HR contact	Local Data Protection Contact	Data Protection Regulator
Mitsubishi Electric Europe B.V.(MEU-UK)	Travellers Lane, Hatfield, Herts. AL10 8XB, UK	Mr. David Diamond David.Diamond@meuk.mee.com +44 170 7278 507	Mr. Jaspal Chaggar Jaspal.Chaggar@meuk.mee.com +44 170 7278 877	The Information Commissioner's Office Water Lane, Wycliffe House Wilmslow - Cheshire SK9 5AF Tel. +44 1625 545 745 e-mail: international.team@ico.org.uk