

## CANDIDATE RECRUITMENT NOTICE

Thank you for your interest in working for the Com Laude Group (the "Group"). Whilst your application progresses, we would like to bring your attention to the following:

### 1. DATA PROTECTION PRINCIPLES

As part of the recruitment process, we will be collecting information about you through receiving your Curriculum Vitae, a covering letter, any subsequent interviews/information you provide as part of your application and an online personality test (where applicable). Therefore, we would like to direct you to our Candidate Privacy Notice which can be found on our website at:

<https://comlaude.com/app/uploads/2023/09/Candidate-privacy-notice.pdf>

### 2. SCREENING PROCESS

As part of our onboarding process, if your application is successful, it will be subject to you satisfying some important background checks. These will include a full credit check, employment, education and right to work checks.

In addition, a criminal record check applicable to the role for which you are being recruited for will be undertaken. This will be a "basic" check which discloses only unspent convictions, reprimands, warnings and convictions under the terms of the Rehabilitation of Offenders Act 1974. If a higher level of check is required, you will be advised during the recruitment process.

We undertake to treat all applicants for positions fairly and, when conducting a criminal record check, comply fully with the code of practice for the Disclosure and Barring Service (DBS), which can be found at <https://www.gov.uk/government/publications/dbs-code-of-practice>.

If any information is found during the screening process which is unexpected, unusual or may impact your offer of employment or continued employment, we will speak with you directly to clarify this and to enable you to respond to or address the nature of the information.

Having a criminal record won't automatically prevent your employment or continuing to be employed and should the screening reveal a criminal record we will consider the timing, seriousness of the conviction and how it relates to the role along with any other relevant information before any decision is made.

Our screening is carried out by a third-party provider, Certn, whose privacy policy can be found [here](#).

Further details can be provided on request and should you have any questions regarding this please contact [hr@comlaude.com](mailto:hr@comlaude.com).