



Job Applicant Privacy Notice

As part of any recruitment process, Fluid Components International LLC (“FCI”) collects and processes personal data relating to job applicants. The organization is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information do we collect?

FCI collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number.
- details of your qualifications, skills, experience and employment history.
- information about protected status such as veteran used for state and federal reporting requirements, maintained in an area segregated from all other collected information.

FCI may collect this information in a variety of ways. For example, data might be contained in application forms or resumes, or other identity documents, or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only with your permission and will inform you that we are doing so.

Why does FCI process personal data?

FCI has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate’s suitability for employment and decide to whom to offer a job. We need to process data to be able to contact you or to be able to engage you as an employee if selected. In some cases, we need to process data to ensure that we are complying with our legal obligations and AAP. For example, it is mandatory to check a successful applicant’s eligibility to work in the United States within 3 days of hiring.

Who has access to this data?

Your information may be shared internally for purposes of the recruitment process. This includes sharing information with members of the Human Resources and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment or employ you through a temporary employment agency. For example, we may share your data with third parties such as a payroll provider.

How does FCI protect data?

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does FCI keep data?

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) and retained during your employment.

Your rights

As a person, you have a number of rights. You can:

- access and obtain a copy of your data on request.
- require the organization to change incorrect or incomplete data.
- require the organization to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing.
- object to the processing of your data where FCI is relying on its legitimate interests as the legal ground for processing.

If you believe that the organization has not complied with your data protection rights, you can contact our Human Resources Department.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to FCI during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.