

Lowe and Partners eRecruiting (Applicant) Privacy Notice

Thank you for visiting our Lowe and Partners Careers website.

This Privacy Notice applies to all personal information of job applicants collected online via the Careers Website and used by Lowe and Partners and the agencies that are part of the Lowe and Partners network (collectively “Lowe”). This Privacy Notice explains how your information will be collected, used and shared if you submit an employment application to us through our Careers website.

The Careers Website contains links to other websites. This Privacy Notice only applies to this website so when you link to other websites you should read their privacy notices.

Collection of Personal information

When you apply for a position at Lowe using the Careers Website you are giving your personal information to that organisation.

You will be asked to provide certain personal information through the website such as your name and contact information, your education and employment history, your work skills, your desired work location, your right to work in that location and why you want to work with us. You also will be able to upload documents such as a CV. Additionally, depending upon your location or the location of the job, we may request optional self-identification information (e.g., in the United States, we must request gender, race and ethnicity as optional self-identification information which is used for EEO (Equal Employment Opportunity) reporting only).

Use and Sharing of Personal information

Your application and any additional information you provide to us will be added to our database located in the United Kingdom, and will be used for the purpose of processing your application for employment where you have applied for a specific role, or if you have applied on a speculative basis, to determine whether you would be suitable for other positions within Lowe.

For this reason, internal recruiting managers acting on behalf of Lowe who may be located in other geographies, are able to access the database and see your personal information. In addition, we may use your personal information for reporting purposes as may be required by law.

Unless you clearly indicate otherwise by contacting us at careers.worldwide@loweandpartners.com we will retain your personal information on our server as detailed below for the purposes of assessing your suitability for other vacancies as they arise.

Unless you clearly indicate otherwise by contacting us at careers.worldwide@loweandpartners.com, Lowe may share your personal information with its affiliated agencies in the Lowe and Partners network around the work and/or third parties who help us administer this website or assist our online recruiting process (such as our internet service providers). Lowe requires these third parties to take appropriate steps to adequately safeguard your personal information and not use it for any unauthorised purpose.

In addition, if you supply references to support your employment application, we may contact these individuals to help us evaluate you for employment opportunities at Lowe. Doing so will necessarily involve a limited disclosure of your personal information to those individuals, such as your name, the fact that you have submitted an application to Lowe for employment and that you are interested in a certain type of position at Lowe.

Data Retention

Lowe will store the personal information that you send us via this website for 12 months or as long as is reasonably necessary for your employment application, taking into consideration our need to answer queries or resolve problems and comply with legal requirements under applicable laws. This means that we may retain your personal information to be able to contact you should a suitable job opening occur in the future.

If you do not wish us to retain your personal information on file for the purposes of considering you for future employment opportunities, we will delete your personal information at your request subject to our need to retain it for a reasonable period after a decision has been made on your application, as detailed above. Applicants who are recruited for interviews or who receive employment positions within Lowe will have their information stored for longer periods, consistent with business and employment need and local law.

Security

We use certain reasonable security measures to help protect your personal information including storage on a secure server, limited access rights and password enabled logins. However, no electronic data transmission or storage of information can be guaranteed to be 100% secure. Please note that we cannot ensure or warrant the security of any information you transmit to us, and you use the sites and provide us with your information at your own risk.

Use of Cookies

Cookies provide information regarding the computer used by a visitor. We may use cookies where appropriate to gather information about your computer in order to assist us in improving our website.

We may gather information about your general internet use by using the cookie. Where used, these cookies are downloaded to your computer and stored on the computer's hard drive. Such information will not identify you personally. It is statistical data and here at Lowe this statistical data does not identify any personal details whatsoever.

You can adjust the settings on your computer to decline any cookies if you wish. This can easily be done by activating the reject cookies setting on your computer.

Accessing, Correcting and Deleting Information

If you have any questions about this Privacy Notice or if you wish to revise or deactivate your candidate profile at any time, or have your personal information removed completely, please contact us via email at: careers.worldwide@loweandpartners.com.

Complaints or queries

We try to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate.

This privacy notice was drafted with brevity and clarity in mind. It does not provide exhaustive detail of all aspects of our collection and use of personal information but we are happy to

provide any additional information or explanation needed. Any requests for this should be sent to careers.worldwide@loweandpartners.com.