

1.	Introduction.....	1
2.	What personal information we collect	1
3.	Pre-employment checks.....	2
4.	How we collect your personal information	2
5.	Why we use your personal information	2
6.	Who we share your personal information with	3
7.	How we assess applications.....	3
8.	Keeping your personal information secure	3
9.	How long we keep your personal information	3
10.	Your rights.....	3
11.	What happens if you don't provide your personal information	4
12.	Changes to this notice	4

1. Introduction

When you apply for a job within the Spear & Jackson Group of companies (Spear & Jackson Group Ltd, Spear & Jackson UK Ltd, Robert Sorby Ltd, Eclipse Magnetics Ltd, Bowers Metrology Ltd) ("we", "us" or "our"), we collect and use personal information about you as part of our recruitment process. Spear & Jackson Group is the data controller responsible for the personal information described in this notice.

This notice explains what personal information we collect, why we collect it, who we share it with, how long we keep it, and your rights under UK data protection law.

2. What personal information we collect

Depending on the role you've applied for, we may collect:

- your name, address, email address and telephone number;
- your CV, employment history, qualifications, skills and experience;
- salary expectations or current salary;
- information you provide during interviews or assessments;
- evidence of your right to work in the UK;
- references from previous employers;
- details needed to carry out pre-employment checks, where required.

In some cases, we may collect other information where required by law or where it is relevant to the role.

3. Pre-employment checks

If we offer you a role, we may carry out checks before your employment starts. Depending on the position, these may include:

- right to work checks;
- employment references;
- qualification checks;
- other checks where required by law or appropriate for the role.

4. How we collect your personal information

Most of the information we hold comes directly from you through your application, CV, interviews or correspondence with us.

We may also receive information from:

- recruitment agencies;
- employee referrals;
- referees;
- providers carrying out pre-employment checks;
- publicly available professional profiles (such as LinkedIn), where relevant.

5. Why we use your personal information

We use your personal information to:

- assess your application;
- communicate with you throughout the recruitment process;
- arrange interviews;
- make reasonable adjustments during recruitment where needed;
- decide whether to offer you employment;
- check your right to work in the UK;
- carry out references or other pre-employment checks where appropriate;
- comply with our legal obligations.

We process your information because it is necessary to take steps before entering into an employment contract, to comply with legal obligations (such as right to work checks), and because we have a legitimate interest in recruiting suitable employees.

6. Who we share your personal information with

Your information will only be shared with people who need it as part of the recruitment process. This may include:

- hiring managers and interviewers;
- HR;
- IT staff where access is needed;
- recruitment agencies;
- providers carrying out pre-employment checks or reference checks.

We only share the information necessary for these purposes.

7. How we assess applications

When you apply for a role, we will review the information you provide, including your CV and any supporting documents, to assess your suitability against the requirements of the position.

Applications are reviewed by a member of our HR team and/or the hiring manager. We do not make recruitment decisions based solely on automated processing or profiling.

8. Keeping your personal information secure

We take appropriate steps to keep your personal information secure and protect it against unauthorised access, loss or misuse, including limiting access to those involved in the recruitment process and using secure IT systems with appropriate access controls.

9. How long we keep your personal information

If your application is unsuccessful, we will normally keep your information for up to 9 months after the recruitment process has ended. This allows us to respond to any queries or legal claims.

If you're successful, your recruitment information will become part of your employee record and will be managed in line with our Employee Privacy Notice.

If you agree, we may keep your details for future vacancies that may be suitable.

10. Your rights

Under UK data protection law, you have the right to:

- request a copy of the personal information we hold about you;
- ask us to correct inaccurate information;
- ask us to delete your information in certain circumstances;
- object to or restrict certain types of processing;
- withdraw your consent where we rely on it.

To exercise any of these rights, contact the HR Department at hr@spearandjacksongroup.com

If you are unhappy with how we have handled your personal information, we would appreciate the opportunity to address your concerns first. However, you also have the right to complain to the Information Commissioner's Office (ICO), the UK's data protection regulator.

11. What happens if you don't provide your personal information

Providing your personal information is voluntary. However, if you don't provide the information we need to assess your application or carry out required pre-employment checks, we may not be able to progress your application.

12. Changes to this notice

This notice was last updated on 3rd August 2026.

We may update this notice from time to time. The latest version will always be available from our HR Department and on our company website.