

AETHERBLOOM GROUP PLY LTD
Job Applicant Privacy Notice
Version 1.0 | May 2026
Classification: Public
Information Officer: Della Carnegie

Your Privacy Matters to Us

Thank you for your interest in joining Aetherbloom. Before you apply, we want to be transparent about how we handle your personal information during our recruitment process. Please read this notice carefully.

Who We Are

Aetherbloom Group is a business process outsourcing and digital support social enterprise operating across the United Kingdom and South Africa. We are registered with the South African Information Regulator (Registration No. 2025-066638) and with the UK Information Commissioner's Office (ICO Reg. ZC138924).

Information Officer: Della Carnegie Email: dpo@aetherbloom.co.uk SA Address: 22 Century Boulevard, Johannesburg, South Africa UK Address: 71-75 Shelton Street, Covent Garden, London, WC2H 9JQ

What Personal Information We Collect

During the recruitment process we may collect the following information about you:

- Full name and contact details including email address, phone number, and physical address
- CV, cover letter, and any supporting documents you choose to share
- Educational qualifications and professional certifications
- Employment history and references
- Interview notes and assessment records
- Identity documentation where required for verification purposes
- Any other information you voluntarily provide during the application process

We do not ask for and do not want you to share sensitive personal information such as health details, financial account information, or criminal records unless this is specifically required and requested for a particular role.

Why We Collect It and How We Use It

We collect your personal information for the following purposes:

- To assess your suitability for the role you have applied for
- To communicate with you throughout the recruitment process
- To conduct reference checks where applicable and with your consent
- To verify your identity and qualifications where required
- To comply with our legal and regulatory obligations as an employer

We do not use your application information for any purpose unrelated to recruitment without your explicit consent.

Our Lawful Basis for Processing

We process your personal information on the following lawful bases:

- Pre-contractual steps - processing is necessary to take steps at your request prior to entering into an employment contract
- Legitimate interests - assessing candidate suitability and managing our recruitment process
- Legal obligation - where processing is required to comply with employment law and regulatory obligations
- Consent - where you have provided specific consent, for example to retain your details for future opportunities

Who We Share Your Information With

Your application information is shared only with those involved in the recruitment process at Aetherbloom - typically the Information Officer and relevant line managers. We do not share your personal information with third parties for recruitment purposes without your knowledge and consent.

Where we use recruitment platforms or job boards to advertise roles, those platforms operate under their own privacy policies. Please review the privacy policy of any platform through which you submit your application.

How Long We Keep Your Information

If your application is unsuccessful, we will retain your personal information for a maximum of 12 months from the date a decision is made. This allows us to consider you for future opportunities that may arise and to handle any queries relating to the recruitment process.

At the end of the 12-month period your information will be securely deleted unless you have provided explicit consent for us to retain it for longer.

If you are offered and accept a position with Aetherbloom, your application information will be transferred to your employee record and retained in accordance with our employee data retention policy.

If you would like us to delete your information before the 12-month period ends, please contact dpo@aetherbloom.co.uk and we will action your request within 30 days.

Your Rights

As a data subject you have the following rights regarding your personal information:

- The right to access the personal information we hold about you
- The right to request correction of inaccurate information
- The right to request deletion of your information



Aetherbloom

- The right to withdraw consent where processing is based on consent
- The right to object to processing
- The right to lodge a complaint with the Information Regulator (South Africa) or the ICO (UK)

To exercise any of these rights please contact dpo@aetherbloom.co.uk. We will acknowledge your request within 3 business days and respond in full within 30 days.

How We Keep Your Information Secure

Your application information is stored securely within our internal systems, accessible only to those involved in the recruitment process. We apply the same data security standards to applicant information as we do to all other personal information we hold.

Contact Us

If you have any questions about how we handle your personal information during the recruitment process please contact:

Della Carnegie - Information Officer dpo@aetherbloom.co.uk

Review Date: May 2027