ST ANDREWS LINKS

THE HOME OF GOLF

St Andrews Links, The Home of Golf Candidate and Applicant Privacy Notice

1. Introduction

The Home of Golf Limited, ("**St Andrews Links**," "**we**", "**our**", or "**us**") is a "**Data Controller**" in relation to your personal data. This means that we are responsible for deciding how we hold and use personal data about you.

This privacy notice explains how we use your personal data when you apply to work with us (whether as an employee, worker, contractor, or as an external applicant, such as a self-employed caddie) in accordance with the requirements of the UK General Data Protection Regulation, the Data Protection Act 2018, the Data (Use and Access) Act 2025 and all other applicable data protection law ("**Data Protection Law**").

We use a recruitment software supplied by IRIS Software Group Limited to process your application. They act as a "**Data Processor**" on behalf of St Andrews Links when processing your personal data. This means they will only process your data in accordance with our instructions. Only authorised employees will have access to your personal data submitted through the recruitment software.

If you have any questions about this privacy notice or how we handle your personal data, please contact the Data Protection Officer at datacontroller@standrews.com.

2. What is personal data?

Personal data is any information that can be used to identify you. It also includes sensitive types of personal data such as information about a person's health, religion or sexual orientation. This is called "special category personal data".

3. What personal data may we process about you?

In connection with your application to work with us, we may collect, store, and use the following categories of personal data about you:

· The information you have provided to us in your CV and covering letter or application form including your name, title, address, telephone number, personal email address, date of birth, gender, employment history, skills/experience, and qualifications.
· Information provided to us via an online job site, via email, in person at interviews and/or by any other method.
· Any information you provide to us during the recruitment process and/or the interview. This might include information about your entitlement to work in the UK, Information about your current level of remuneration, including benefit entitlements, or other relevant information you might provide us.

If necessary, we may also collect, store and use the following special category data:

· Any information about your health, including any medical condition, health and sickness records which is relevant to the recruitment process.
· Information about your race or ethnicity, religious beliefs and sexual orientation for statistical purposes if you agree to share this with us.

4. How do we collect your personal data?

We collect personal data about candidates from the following sources:

- Account registration via the recruitment software
- Directly from you, the candidate.
- Recruitment agencies, from which we collect the following categories of data: name and contact details, CV or application form (where applicable), any details you provide to such recruitment agencies such as information related to your candidate account/profile.
- Background check agencies and credit reference agencies, depending on the role you apply for.
- From publicly accessible source such as LinkedIn and other social media profiles and jobsites or databases.
- References supplied by former employers.

5. How will we use your personal data?

We will use the personal data we collect about you to:

- Assess your skills, qualifications, and suitability for the role you have applied for or for other roles.
- To verify your identity and carry out background and reference checks, where applicable.
- Communicate with you about the recruitment process
- Keep records related to our hiring processes.
- Comply with legal or regulatory requirements.

- Carry out a recognised legitimate interest under Data Protection Law – this is where there are public interest reasons for processing (such as preventing or detecting crime).

We have a legitimate interest to process your personal data in order to facilitate the recruitment process and to decide whether to appoint you in the role. If your application is successful, we will process your personal data for the purpose of entering into a contract of employment with you.

We envisage that we may process information about criminal convictions. This will usually be where such processing is necessary to carry out our legal obligations or ensure you are suitable for the role you have applied. We may collect information about your criminal convictions history where it:

- is necessary for the purposes of performing or exercising obligations or rights which are imposed or conferred by law on the controller or the data subject in connection with employment, social security or social protection. (Paragraph 1(1)(a), Schedule 1, DPA 2018.)
- meets one of the substantial public interest conditions set out in Part 2, paragraph 11(1) of Schedule 1 to the DPA 2018 (such as protecting the public against dishonesty).

6. If you fail to provide personal data

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully. For example, if we require a background check or credit check or references for this role and you fail to provide us with relevant details, we will not be able to take your application further.

7. Who do we share your personal data with?

We may share your data with third parties, including third-party service providers that help us manage the recruitment process.

All our third-party service providers are required to have in place appropriate security measures to protect your personal data in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

Some of our third-party service providers may process your data (or may engage sub-processors to process your data) outside the UK. If your data might be transferred outside the UK, we ensure that we put in place appropriate safeguards to protect your personal data.
We may share your personal data with third parties where required by law, where it is necessary

to administer the working relationship with you or where we have another legitimate interest in doing so.

8. How long we retain your personal data

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. If your application to us is unsuccessful or is in the Talent Bank, we may retain your personal data for a period of fifteen months after we have communicated to you our decision about whether to appoint you to the role.

If you are successful in your application, retention periods in relation to our employee personal data will apply, and you will be issued with our employee privacy notice for more information.

9. What rights do I have in relation to my personal data?

You have a number of rights under data protection law in relation to your personal data and if you want to exercise any of these rights, please contact us at datacontroller@standrews.com and we'll be happy to help. These rights are as follows:

- **Right to request access -** you can request a copy of the personal data we hold on you;
- **Right to request correction -** if any personal data we hold on you is incorrect, you can request to have it corrected;
- **Right to request erasure** - you can ask us to delete your personal data in certain circumstances;
- **Right to object to processing or restrict processing** - you may object to our processing of your personal data in certain circumstances;
- **Right to request the transfer -** to provide you, or a third party you have chosen, with your personal data;
- **Right not to be subject to automated-decision making or profiling;** and
- **Right to withdraw consent** – where we process your data on the basis of consent, you can notify us that you want to withdraw consent any time.

If you register and apply via our recruitment platform, you can access, correct, update, and withdraw your personal data at any time by logging in with your secure credentials.

If you wish to download a copy of your personal data from your candidate account, you can use the download data feature to generate an XML file of all personal data held on your account.

10. Complaints

If you have concerns about how we handle your data, you have the right to lodge a complaint directly with us by contacting us at datacontroller@standrews.com. We will acknowledge your complaint within 30 days and seek to investigate and update you as to the outcome of your complaint as soon as possible. If you are unhappy with the outcome of your complaint, you also

have the right to lodge a complaint with the **Information Commissioner's Office (ICO)** online: Information Commissioner's Office or in the following ways:

Post: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Email: casework@ico.org.uk

Telephone: 0303 123 1113.

People Team V3 – 10 June 2026