

Privacy Statement – MKS - Applied

Moore Kingston Smith and its associated businesses ('we', 'us', or 'our') are committed to protecting and respecting your personal data. Please read our Privacy Policy [here](#).

Applied Online Recruitment ('the Platform') is our partner that introduces a fair and transparent process for our recruitment process. Applied values your trust and your privacy is equally important to them as it is to us. Please read Applied's Privacy Policy [here](#).

HiPo-I is a tool created by Amberjack that will help us assess the potential of applicants by asking questions on applied intellect, creative force, digital mindset and grit.

This Privacy Statement describes how your personal data is used during your application process by us, the Platform and the assessment tool.

The Process

When you click 'apply' for the role you are interested in, you will be directed to the Platform where you will enter your personal information such as:

- your full name;
- contact details;
- equal opportunities data (this is entirely optional);
- education details; and
- employment history and details of your experiences and achievements.

You might be asked to provide this information in answer to questions or by uploading your CV.

Your information will be used by the Platform for the following purposes:

1. To process your job application made through the Platform;
2. For research purposes to test and improve the Platform's services;
3. To help us make the recruitment smart, fair and easy; and
4. To let you know about other hiring opportunities that you might be interested in.

If you are successful in your application and are invited to an interview, the Platform will pass your details to us. Applied may pass us any of the information you provide to Applied except for the equal opportunity data which is never shared on an individual level, only as statistics about groups.

Once your details are with us, we are responsible for reviewing and responding to the information supplied. Your application will be anonymised and reviewed question by question and each question will be scored. If your application is unsuccessful you will be informed by email and you will be able to view some feedback on your application. If your application is successful we will inform you by email and invite you to the next stage of the assessment process.

Once you have passed the online application stage, you will receive an invite to access HiPo-I and be asked to answer a set of multiple choice questions and to complete a set of recorded video response questions.

You will also be asked some equal opportunities questions which you can answer if you wish to do so. We will be using this information to ensure the test is fair and does not disadvantage any candidates.

Once you have submitted your answers, you will receive a confirmation email and feedback.

Further information

Under the General Data Protection Regulation (Regulation (EU) 2016/679) ('GDPR') and the Data Protection Act 2018, you have the right to withdraw your application at any time and to object to the processing of your personal data. If you wish to read more about your Privacy Rights, please consult Moore Kingston Smith and Applied' Privacy Policies above.

If you wish to learn more about the way we use your information, please contact us at earlytalent@mks.co.uk and if you wish to learn more about the way Applied is using your personal data please contact them at hello@beapplied.com.