



## Privacy Notice (Applicants)

Number: FET-HR-UK-23

Page Number: 1

Effective: July 2026

### Title: Privacy Notice (Applicants)

#### 1. Purpose:

Forum Energy Technologies (UK) Limited ("FET", "we", "our" or "us") is committed to protecting the privacy and security of personal data.

This Privacy Notice explains how we collect, use, store, transfer and protect the personal data of individuals who apply for employment, contractor, agency or other work opportunities with FET.

This Privacy Notice is provided in accordance with the applicable UK data protection legislation, including but not limited to the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018 (each as amended from time to time) ("**applicable data protection legislation**").

#### 2. Scope:

This Privacy Notice applies to all applicants for employment, temporary work, agency assignments, consultancy engagements, apprenticeships and internships with FET within the United Kingdom.

If your application is successful, your personal data will continue to be processed under the FET Employee Privacy Notice and associated data protection policies.

#### 3. Responsibilities:

##### Data Controller

Forum Energy Technologies (UK) Limited is the Data Controller for the personal data collected during recruitment activities.

##### Contact for Data Protection Matters

If you have any questions or concerns about this Privacy Notice or how we handle your personal information, please contact:

HR Director, Eastern Hemisphere  
Forum Energy Technologies (UK) Limited  
Cumberland House  
Arnhall Business Park  
Westhill  
Aberdeenshire AB32 6UF

Email: [mandy.aitchison@f-e-t.com](mailto:mandy.aitchison@f-e-t.com)

#### 4. Policy Detail:

##### **Data Protection Principles**

FET will ensure personal data is:

1. Processed lawfully, fairly and transparently.

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## Privacy Notice (Applicants)

Number: FET-HR-UK-23

Page Number: 2

Effective: July 2026

2. Collected for specified, explicit and legitimate purposes.
3. Adequate, relevant and limited to what is necessary.
4. Accurate and kept up to date.
5. Retained only for as long as necessary.
6. Processed securely and confidentially.
7. Accounted for through appropriate governance and controls.

### 5. Personal Data We Collect

We may collect the following categories of personal data:

#### Identity Data

- Name
- Title
- Date of birth (where required)
- Nationality

#### Contact Data

- Home address
- Telephone numbers
- Email addresses

#### Recruitment Data

- CV or résumé
- Employment history
- Qualifications
- Training records
- Professional memberships
- Interview notes
- References
- Right-to-work documentation

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## Privacy Notice (Applicants)

Number: FET-HR-UK-23

Page Number: 3

Effective: July 2026

### Selection and Assessment Data

- Interview scores
- Selection exercise results
- Pre-employment screening results

### Image Data

- Photographs supplied by applicants
- Images included within CVs or professional profiles

### Anonymised Data

FET may create anonymised and aggregated information (such as recruitment statistics) which has been derived from your personal data collected via our recruitment process for internal reporting and business analysis purposes.

### 6. Special Category Personal Data

Where necessary and permitted by law, FET may collect and process:

- Health information (including details of any disability);
- Racial or ethnic origin;
- Religious or philosophical belief information;
- Sexual orientation information;
- Other diversity monitoring data which may reveal or infer special category data.

We process such information only where there is a lawful basis and an appropriate condition under applicable data protection legislation.

### 7. How We Collect Personal Data

We collect personal data from:

- You directly;
- Application forms;
- CVs and cover letters;
- Recruitment agencies;
- Professional networking sites;
- Previous employers or other named individuals providing references;
- Right-to-work verification;
- Publicly available professional sources.

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## Privacy Notice (Applicants)

Number: FET-HR-UK-23

Page Number: 4

Effective: July 2026

### 8. Purposes and Legal Bases for Processing

We process applicant **personal data** for the following purposes:

| Purpose                                                                                                                                                                                                                                                                                                                                                                                      | Category of Personal Data                           | Legal Basis                                                                                                                                                                                                                                                                                                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Communicate with you throughout the recruitment process                                                                                                                                                                                                                                                                                                                                      | Identity<br>Contact                                 | Legitimate interests (to keep in touch with applicants)                                                                                                                                                                                                                                                                         |
| <ul style="list-style-type: none"><li>Evaluating applications and facilitate the selection process</li><li>Conducting interviews and assessments</li><li>Assessing your skills, qualifications and confirming your suitability for employment / the role that you have applied for</li><li>Making a decision about your employment</li><li>Verifying qualifications and experience</li></ul> | Identity<br>Recruitment<br>Selection and Assessment | <ul style="list-style-type: none"><li>Legitimate interests (to conduct recruitment and to ensure individuals applying for a position have the required skills, qualifications, experience, education and suitability to perform the role)</li><li>Contractual necessity (decide whether to enter a contract with you)</li></ul> |
| If you are successful, setting up your employee account using personal data collected during the recruitment process                                                                                                                                                                                                                                                                         | All personal data categories where necessary        | Contractual necessity                                                                                                                                                                                                                                                                                                           |
| Verifying your right to work in the UK                                                                                                                                                                                                                                                                                                                                                       | Identity<br>Recruitment                             | Legal obligation                                                                                                                                                                                                                                                                                                                |
| Managing recruitment records                                                                                                                                                                                                                                                                                                                                                                 | All personal data categories                        | Legitimate interests (of ensuring organisation of records)                                                                                                                                                                                                                                                                      |
| Responding to legal claims                                                                                                                                                                                                                                                                                                                                                                   | All personal data categories                        | Legal obligation and legitimate interests                                                                                                                                                                                                                                                                                       |
| Create anonymised and aggregated information (such as recruitment statistics)                                                                                                                                                                                                                                                                                                                | Anonymised data                                     | Legitimate interests (of internal reporting and conducting business analysis of our recruitment practices)                                                                                                                                                                                                                      |

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## Privacy Notice (Applicants)

Number: FET-HR-UK-23

Page Number: 5

Effective: July 2026

We process applicable **special category personal data** for the following purposes:

| Purpose                                                                                                                 | Special Category Data                   | Legal Basis                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| For monitoring and reporting, such as equal opportunities monitoring and diversity and inclusion reporting              | All categories of special category data | Substantial public interest<br>Employment law obligations                                                         |
| <ul style="list-style-type: none"><li>Assessment of fitness to work</li><li>Reasonable adjustment assessments</li></ul> | Health information                      | <ul style="list-style-type: none"><li>Employment law obligations</li><li>Assessment of working capacity</li></ul> |

Where consent is relied upon, applicants may withdraw consent at any time.

### 9. Automated Decision Making

FET does not currently make recruitment decisions based solely on automated processing that produces legal or similarly significant effects.

Should this change, applicants will be informed and provided with rights in accordance with applicable legislation.

### 10. Data Sharing

Your personal data may be shared with:

- Group departments within Forum Energy Technologies;
- Recruitment agencies;
- Occupational health providers;
- Professional advisors;
- IT and cloud service providers;
- Government authorities and regulators where required by law.

### 11. International Transfers

FET operates globally and may transfer personal data outside the United Kingdom where necessary for legitimate business purposes.

Where personal data is transferred internationally, appropriate safeguards will be implemented, including any one of the following safeguards:

- UK Adequacy Regulations;
- UK International Data Transfer Agreement (IDTA);
- UK Addendum to Standard Contractual Clauses;

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## Privacy Notice (Applicants)

Number: FET-HR-UK-23

Page Number: 6

Effective: July 2026

- UK-US Data Bridge, where applicable.

Applicants may request further information regarding transfer safeguards.

### 12. Recruitment Systems and Technology

FET uses recruitment and HR technology platforms to manage recruitment activities.

These systems may include:

- Applicant tracking systems;
- Video interview platforms;
- Recruitment portals;
- Cloud-based HR systems;
- Pre-employment screening tools.

Appropriate contractual, technical and organisational safeguards are implemented to protect personal data.

### 13. Data Security

FET maintains appropriate security measures to protect personal data from:

- Accidental loss;
- Unauthorised use;
- Unauthorised access;
- Alteration;
- Disclosure;
- Destruction.

Access to personal data is limited to individuals with a legitimate business need.

FET will investigate and manage any actual or suspected personal data breach in accordance with its data protection policy. Where required by applicable data protection laws, FET will notify the relevant supervisory authority and affected individuals without undue delay.

### 14.Retention of Applicant Data

FET retains personal data only for as long as necessary.

#### Unsuccessful Applicants

Personal data will normally be retained for up to **6 months** following completion of the recruitment process to allow FET to respond to potential legal claims and recruitment enquiries.

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Next Review:



## Privacy Notice (Applicants)

Number: FET-HR-UK-23

Page Number: 7

Effective: July 2026

### Successful Applicants

Personal data will be transferred to the employee personnel file and retained in accordance with FET's Employee Privacy Notice and document retention schedule.

### 15. Your Rights

Applicants have the following rights, subject to legal limitations:

- Right to be informed;
- Right of access;
- Right to rectification;
- Right to erase;
- Right to restrict processing;
- Right to data portability;
- Right to object to processing;
- Rights relating to automated decision-making and profiling;
- Right to withdraw consent where consent is relied upon; and
- Right to complain to us about the way we have processed your personal data or about how we have handled your rights request (or if you otherwise think that FET does not comply with applicable data protection legislation).

Requests and complaints should be submitted to the Data Privacy Contact using the details provided above.

### 16. Right to Complain

If you are unhappy with the way in which we have handled any complaints, you can escalate this to the Information Commissioner's Office (ICO) by telephoning their helpline on 0303 123 1113 or through their website at [www.ico.org.uk/make-a-complaint/](http://www.ico.org.uk/make-a-complaint/)

### 17. Applicant Responsibilities

Applicants must:

- Provide accurate information during recruitment;
- Inform FET of material changes to information provided;
- Respect the confidentiality of any personal data encountered during the application process;

### 18. Exceptions to this Privacy Notice

If, when you apply to a particular role at FET, we require to process additional personal data about you, we will notify you separately.

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## Privacy Notice (Applicants)

Number: FET-HR-UK-23

Page Number: 8

Effective: July 2026

### 19. Changes to this Privacy Notice

This Privacy Notice is updated from time to time and was last updated on 31 July 2026.

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