Careers Privacy Policy.

We are committed to protecting and respecting your privacy and being transparent about how we collect and use your personal data during the recruitment process. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.
Where you read **'Element'** or **'we'** or **'us'** below, it refers to Element, a trading name of Element Creations Limited, its French subsidiary: Element Software SARL, its U.S. subsidiary: Element Software Inc, its German subsidiary: Element Software GmbH, and their agents.

For the purpose of the General Data Protection Regulation (**'GDPR'**) and the Data Protection Act 2018 (**'DPA18'**) the Data Controller for your data is Element.

1. Your personal information

1.1. Information we collect from you

We collect and process some or all of the following types of information from you:

- Information that you provide when you apply for a role. This includes information provided through an online job site, to a recruiter, via email, in person at interviews and/or by any other method.
- In particular, we may process personal details such as name, email address, address, date of birth, qualifications, experience, information relating to your employment history, skills and experience that you provide to us. This information is used for correspondence in relation to the recruitment process and to assess suitability for the role.
- If you contact us, we may keep a record of that correspondence.
- Details of all actions that you carry out through the process.
- We may need to process your health information in order to make reasonable adjustments to the recruitment selection process.
- We may collect special categories data for equal opportunities, diversity and inclusion purposes. This includes information about health, ethnic origin, sexual orientation or religious beliefs.

  We collect and store your information using Bob Hiring, as a data processor. You can review their privacy policy here.

  If your application is unsuccessful we will hold your data (in our systems) for **12 months** after the recruitment process concludes. After this point it will be deleted.

  If you are successful in your application, data collected will be transferred to our internal HR systems and this will be used for onboarding and during your employment in accordance with our employee privacy policy.

1.2. Information we collect from other sources

On application we may follow links provided by you directly or indirectly to publicly available information that you have published on the internet – this may include sources such as Github and other social media profiles, such as LinkedIn.

If you provide a Matrix ID alongside your application, we will also run it against our Trust & Safety databases, to ensure there is no infringement of our Terms and Conditions.

1.3. How we use your information

Purposes of processing and lawful basis.

- We rely on legitimate interest as the lawful basis on which we collect and use your personal data when it relates to recruitment.
- To communicate with you and maintain accurate and up-to-date contact details during the application and interview process.
- To make a decision about your recruitment or appointment for the role applied for.
- Checking you are legally entitled to work in the jurisdiction of the Element entity you will be working for.
- To make reasonable adjustments in our recruitment process for those who have a disability.

1.4. Sharing your data

For the purpose of the recruitment process your information will be shared internally within Element. This includes members of our Talent Team, HR team, interviewers involved in recruitment selection, the relevant managers and anyone else who in having access to this data is necessary for the performance of their role.

We will share data with third parties if you successfully pass the recruitment process to get references and may require additional background checks depending on roles applied for. This will always be discussed with you at the offer stage.

1.5. AI-Assisted recruitment tools

We may use AI-assisted tools to support our recruitment process. These tools are used to help our recruitment team manage applications efficiently and may include:

- **CV/Application parsing tools** that extract and structure information from your application materials to populate our applicant tracking system.
- **AI writing assistance tools** used by our recruitment team to draft job descriptions, interview questions, or feedback notes. These tools do not process your personal data.
- **Communication drafting assistance** that may use generative AI to help our team prepare interview scheduling communications or rejection notices. Where AI drafts communications containing your name, the final message is reviewed and sent by a human recruiter.

- **External recruiter coordination** by extracting candidate progress from high-volume email traffic and standardising salary expectations for accurate financial comparison across different regions, currencies, and pay structures.

What AI does not do in our process

AI tools do not make hiring decisions, and we do not use AI to automatically reject applications. All shortlisting and selection decisions are made by human members of our recruitment and hiring team.

Where AI tools generate candidate summaries or scoring suggestions, these are used only as an administrative aid and are reviewed by a human recruiter before any decision is made or communicated.

Your rights in relation to automated processing

You have the right to:

- Request information about any automated processing that has materially influenced a decision about your application.
- Object to automated processing of your personal data.

To exercise these rights, contact our Data Protection Officer at dpo@element.io.

Retention of AI-generated outputs

Any AI-generated notes, summaries, or scores relating to your application are retained as part of your candidate record and subject to the same retention periods described in this policy. We do not sell or share AI-generated candidate assessments with third parties outside our normal processor relationships.

AI tool providers (sub-processors)

Where AI tools process your personal data, the providers of those tools are engaged as data processors under GDPR Article 28 data processing agreements. Current AI-related processors include Bob Hiring and Claude.

2. Your Rights as Data Subject

You have rights in relation to the personal data we hold about you. You have the right to:

- Request access to copies of your personal data.
- Request correction of any information you believe is inaccurate.
- Request erasure of your personal data, under certain conditions.

- Object to processing of your personal data, under certain circumstances.
- Request restriction of processing of your personal data, under certain circumstances. Request transfer of your personal information to another party.

Whenever possible we will try to apply the same rights to jurisdictions where the GDPR does not apply.

For more information about these rights, please see the guidance provided by the ICO.

If you have any questions or would like to exercise these rights, please contact us at dpo@element.io

3. Document History

- 2026, August 21: Changed to Bob Hiring (Version 3.0.1)
- 2026, June 8: Addition of AI processing section (Version 3.0.0)
- 2023, June 23: Format changes (Version 2.0.1)
- 2022, November 1: Major update to careers privacy policy (Version 2.0.0)
- 2020, July 13: Creation of Careers privacy policy (Version 1.0.0)