

1 Privacy Policy

1.1 Mitsubishi Electric Air Conditioning Systems Europe Ltd, together with other members of its group ("**M-ACE**", "**we**", "**us**", "**our**") are committed to safeguarding the privacy of our customers and users ("**you**", "**your**") who visit our website (www.macerecruitment.co.uk) (the "**Websites**"). This privacy policy (the "**Privacy Policy**") sets out our personal data collection and sharing practices for our recruitment website and is intended to inform you of the ways in which the Websites collect personal data, the uses of that personal data and the ways in which we will share any personal data you choose to provide to us.

1.2 Further notices highlighting certain uses we wish to make of your personal data together with the ability to opt in or out of selected uses may be provided when we collect personal data from you. It is important that you read this Privacy Policy together with any other privacy policy or notice we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data. This Privacy Policy supplements other privacy policies or notices and is not intended to override them.

1.3 Our websites may contain links to other third party websites. If you follow a link to any of those third party websites, please note that they have their own privacy policies and that we do not accept any responsibility or liability for their policies or processing of your personal data. Please check these policies before you submit any personal data to such third party websites.

1.4 This Privacy Policy is intended to explain our privacy practices and covers the following areas:

- (a) What personal data we collect
- (b) How we collect your personal data
- (c) How we use your personal data
- (d) How we protect your personal data
- (e) Contacting us & your rights to object to processing and to access and update your personal data
- (f) Website Cookies
- (g) How changes to this Privacy Policy will be made

2 Information we may collect about you

2.1 We will collect and process all or some of the following personal data about you:

(a) **Information you provide to us**

Personal data that you provide to us, such as when submitting your CV or using the contact form on our websites, including your name, email address, and other contact details;

(b) **Our correspondence**

If you contact us, we will typically keep a record of that correspondence;

(c) **Website and communication usage**

This website does not use cookies

3 How your personal data is collected

We collect your personal data when you use this website to apply for a role with M-ACE. You may provide information via online application forms, uploading documents such as your CV, telephone calls and emails.

4 Use of your personal data

4.1 In this section, we set out the purposes for which we use personal data that we collect via our websites and, in compliance with our obligations under law, identify the “legal grounds” on which we rely to process the information.

4.2 These “legal grounds” are set out in United Kingdom Data Protection Law, which allows companies to process personal data only when the processing is permitted by the specific “legal grounds” set out in law (the full description of each of these grounds can be found [here](#)).

4.3 Please note that in addition to the disclosures we have identified below, we may disclose personal data for the purposes we explain in this notice to advisors (e.g. legal, financial, business or other advisors) and affiliates of M-ACE that perform activities on our behalf, as well as other members of the Mitsubishi Electric group.

(a) To communicate effectively with you about the recruitment process and conduct our business

To communicate with you about the recruitment process, or to carry out our obligations arising from any agreements entered into between you and us.

Use justification: contract performance, legitimate interests (to enable us to communicate information regarding the role and perform our obligations that arise from agreements with you).

(b) In connection with legal or regulatory obligations

We may process your personal data to comply with our regulatory requirements or dialogue with regulators as applicable which may include disclosing your personal data to third parties, the court service and/or regulators or law enforcement agencies in connection with enquiries, proceedings or investigations by such parties anywhere in the world or where compelled to do so. Where permitted, we will direct any such request to you or notify you before responding unless to do so would prejudice the prevention or detection of a crime.

Use justification: [legal obligations](#), [legal claims](#), [legitimate interests](#) (to cooperate with law enforcement and regulatory authorities)

(c) To assess your suitability for the role

To assess your skills, qualifications, and suitability for the role, and to carry out background and reference checks, where applicable

Use justification: legitimate interests (to allow us to decide whether to appoint you to the role since it would be beneficial to our business to appoint someone to that role, and to ensure that we are carrying out the necessary due diligence to hire someone who is suitable for that role)

(d) To keep records related to our hiring processes

Use justification: legal obligations, legal claims, legitimate interests (it is in our interests to keep accurate records of our hiring processes to ensure we are implementing a fair and just hiring process)

(e) Where you have provided your consent

Use justification: [consent](#)

We also need to process your personal information to decide whether to enter into a contract of employment with you.

4.4 If you fail to provide personal information

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.

4.5 How we use particularly sensitive personal data

Where appropriate we will use your particularly sensitive personal information in the following ways:

We use information about disability to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during a test or interview.

We use information about racial or ethnic origin, religious or philosophical beliefs, disability or sexual orientation to ensure meaningful equal opportunity monitoring and reporting.

5 Transmission, storage and security of your personal data

Security over the internet

5.1 No data transmission over the Internet or website can be guaranteed to be secure from intrusion. However, we maintain commercially reasonable physical, electronic and procedural safeguards to protect your personal data in accordance with data protection legislative requirements.

5.2 All information you provide to us is stored on our or our subcontractors' secure servers and accessed and used subject to our security policies and standards.

Export outside the EEA and UK

[We do not transfer your personal data outside the UK or EEA. If we decide to do so in the future, we will ensure that appropriate safeguards, as required by UK data protection law, are applied.]

Storage limits

5.6 Our retention periods for personal data are based on business needs and legal requirements. We retain personal data for as long as is necessary for the processing purpose(s) for which the information was collected, and any other permissible, related purpose. For example, we may retain unsuccessful candidates' information for a period of up to one year for claims arising after a decision not to offer a role, retain certain transaction details and correspondence until the time limit for claims arising from the transaction has expired, or to comply with regulatory requirements regarding the retention of such data. When personal data is no longer needed, we either irreversibly anonymise the data (and we may further retain and use the anonymised information) or securely destroy the data.

6 Your rights & contacting us

Updating information

6.1 We will use reasonable endeavours to ensure that your personal data is accurate. In order to assist us with this, you should notify us of any changes to the personal data that you have provided to us by contacting us on the details below:

Data Protection Officer: William Stewart, Senior Department Manager, General Affairs Department

Email: William.Stewart@m-ace.mee.com

Mitsubishi Electric Air Conditioning Systems Europe Ltd

Nettlehill Road

Houstoun Industrial Estate

Livingston

EH54 5EQ, Scotland, UK

Your rights

6.2 If you have any questions in relation to our use of your personal data, you should first contact us via the email address or postal address noted above. Under certain conditions, you may have the right to require us to:

- (a) provide you with further details on the use we make of your personal data;
- (b) provide you with a copy of personal data that you have provided to us;
- (c) update any inaccuracies in the personal data we hold (please see paragraph 6.1);
- (d) delete any personal data that we no longer have a lawful ground to retain or use;
- (e) where processing is based on consent, to withdraw your consent so that we stop that particular processing;
- (f) object to any processing based on the grounds of legitimate interests unless our reasons for undertaking that processing outweigh any prejudice to your data protection rights;
- (g) restrict the processing of your personal data, including the right for you to request we suspend the processing of personal data (i) if you want us to establish the data's accuracy, (ii) where our use of the data is unlawful but you do not want us to erase it, (iii) where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims, or (iv) where you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it;
- (h) request the transfer of your personal data to you or a third party; and
- (g) restrict how we use your personal data whilst a complaint is being investigated.

6.3 Your exercise of these rights is subject to certain exemptions to safeguard the public interest (e.g. the prevention or detection of crime) and our interests (e.g. the maintenance of legal privilege). If you exercise any of these rights we will check your entitlement and respond in most cases within a month.

6.4 If you are not satisfied with our use of your personal data or our response to any exercise of these rights you have the right to complain to data protection authority in the country that you reside in or, the country of your place of work or the country where the alleged infringement took place. For data subjects in the UK, this is the Information Commissioner's Office (ICO) (www.ico.org.uk). We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance. For data subjects in the Netherlands, this is the Dutch Personal Data Authority, the Autoriteit Persoonsgegevens.

Contacting us

6.5 Depending on where you are located, the "data controller" of your personal data processed by us under this Privacy Policy will be different. Please see [here](#) for a list of which branches will be data controllers in which countries.

6.6 If you have any questions in relation to this policy, please contact us our HR Department: HR.Mace@m-ace.mee.com.

7 Cookies policy

We do not use cookies within this website.

8 Changes to our Privacy Policy

8.1 We may change how we process your personal data, the content of our websites and consequently our Privacy Policy may change from time to time in the future. If we change this Privacy Policy, we will update the date it was last changed below. If these changes are material, we will indicate this clearly on our Websites.

8.2 This Privacy Policy was last updated November 2024.

Annex

Use of personal data under UK data protection laws must be justified under one of a number of legal "grounds" and we are required to set out the grounds in respect of each use in this policy. We note the grounds we use to justify each use of your information next to the use in the "Uses of your personal data" section of this policy.

These are the principal legal grounds that justify our use of your information:

Consent: where you have consented to our use of your information (you will have been presented with a consent form in relation to any such use and may withdraw your consent by contacting our Data Protection Officer: William Stewart, Senior Department Manager, General Affairs Department

Email: William.Stewart@m-ace.mee.com

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Contract performance: where your information is necessary to enter into or perform our contract with you.

Legal obligation: where we need to use your information to comply with our legal obligations.

Legitimate interests: where we use your information to achieve a legitimate interest and our reasons for using it outweigh any prejudice to your data protection rights.

Legal claims: where your information is necessary for us to defend, prosecute or make a claim against you, us or a third party.