

# EDF Trading Limited Online Recruitment System

## Terms and Conditions

Before using EDF Trading's Online Recruitment System ("ORS"), please read the following Terms and Conditions. They stipulate how your personal information will be used. EDF Trading provides the ORS solely on the basis of these Terms and Conditions, which are legally binding and contain important information on your legal rights and obligations.

To use the ORS and apply for a job at EDF Trading you must agree to these Terms and Conditions and the use of your personal information by EDF Trading in accordance with them.

### 1. Registration

You undertake to register for the ORS using accurate and current information about yourself, including your correct name, address and any other requested information. We may rely on the information provided by you so it is important that you comply with this requirement.

If you provide us with incomplete, inaccurate, out of date or misleading information we may suspend or terminate your account at any time.

Confirmation of registration will be automatically sent by the ORS to the e-mail address you supply on registering. You must treat any username, password or other account security information that we send you as confidential, and you must not disclose it to any third party. You are responsible for all uses of your username and password, whether or not authorised by you, unless we are at fault for a breach of confidentiality in respect of your username and password.

If you think that somebody else knows your username or password you can change your password by logging into the ORS and using the ['change password'] option or you can tell us so that we can change your account details. Please contact us using the details provided at the end of this page if you believe your account is no longer secure.

EDF Trading accepts no liability for any loss or damage due to the failure or termination of the ORS, although we will make reasonable efforts to let you know in advance of foreseeable service interruptions.

Your use of the ORS is entirely at your own risk.

### 2. Your Personal Information

Your data is held on a secure server at EDF Trading. The information you store within the ORS will remain confidential and undisclosed to any third party in accordance with the Data Protection Act 1998 or any more recent applicable legislation dealing with data protection that may supersede the Data Protection Act 1998.

The information that we collect and store relating to you is primarily used to enable us to identify and/or evaluate your suitability for career opportunities with EDF Trading and, in the event that you are subsequently employed by us, in connection with your employment.

By creating an account on the ORS and applying for employment with EDF Trading, you expressly consent to EDF Trading processing your sensitive data for the purposes of equality and diversity monitoring. Should EDF Trading intend to process any of your sensitive personal data for any reason other than equality and diversity monitoring, or to exercise a legal right or obligation required by law, your explicit permission will be sought in advance. "Sensitive data" includes your race or ethnicity, age, sexual orientation, religion or belief, disability status and criminal offences.

We will only retain your data for a reasonable amount of time. Should you wish to have your data removed at any time, you can delete your candidate profile by logging into the 'Candidate Zone' in the Careers Website. Alternatively, you can make this request in writing to the Recruitment Team at the address below:

EDF Trading Limited  
3rd Floor Cardinal Place  
80 Victoria Street  
London, SW1E 5JL.

### **3. Disclosing your Information**

Where applicable, we may disclose your personal information to any member of our group of companies. This includes our subsidiaries, our holding company and its other subsidiaries (if any).

We may also disclose your personal information to third parties if we sell any or all of our business or our assets to a third party or if we are legally required to disclose your information.

### **4. Access to Information**

The Data Protection Act 1998 gives you the right to access the information that we hold about you. Please note that any demand for access may be subject to payment of a fee of £10 at our discretion which covers our costs in providing you with the information requested. Should you wish to receive details that we hold about you please contact us using the contact details at the end of this page. You can update or amend your personal details at any time by logging into your 'Candidate Zone' in the Careers Website, or by making a request to us in writing.

### **5. Right to change Terms and Conditions**

EDF Trading reserves the right to change these Terms and Conditions at any time. You are responsible for regularly reviewing this information. Your continued use of the ORS constitutes your agreement to the Terms and Conditions as they may be amended or updated from time to time.

The ORS is free to applicants and may be terminated or upgraded at any time.

You must not use the ORS for any illegal purpose, or for any purpose that in our reasonable opinion damages our reputation or the reputation of any of our group companies, clients,

suppliers or other users. If EDF Trading reasonably believes that your use of the ORS is for an illegal purpose or damages our reputation or the reputation of any of our group companies, we may close your account immediately in addition to any other rights or remedies that may be available to us, all of which are expressly reserved.

## **6. Viruses, hacking and other offences**

We accept no liability for any loss or damage caused by a distributed denial-of-service attack, viruses or other technologically harmful material that may infect your computer equipment, computer programs, or for any loss or damage to any data or other proprietary material due to your use of the ORS or to your downloading of any software or data from the ORS.

You must not misuse the ORS by knowingly introducing viruses, Trojans, worms, logic bombs or other material which is malicious or technologically harmful. You must not attempt to gain unauthorised access to the ORS, the server on which the ORS is stored or any server, computer or database connected to the ORS. You must not attack the ORS via a denial-of-service attack or a distributed denial-of service attack. By breaching this provision, you would commit a criminal offence under the Computer Misuse Act 1990. In addition to any other rights or remedies that may be available to us, all of which are expressly reserved, we will report any offence to the relevant law enforcement authorities and we will co-operate with those authorities by disclosing your identity to them.

## **7. Contacting Us**

Should you identify any functional issues with the ORS or require any other assistance, please email [careers@edftrading.com](mailto:careers@edftrading.com)

We welcome any queries, comments or requests you may have regarding these Terms and Conditions. You can email us at [careers@edftrading.com](mailto:careers@edftrading.com) or write to us at the following address:

Recruitment Team  
EDF Trading Limited  
3rd Floor Cardinal Place  
80 Victoria Street  
London, SW1E 5JL.