

Acceptable Use of Artificial Intelligence (AI) in Our Recruitment Process

Glenveagh Properties plc and its subsidiaries ("Glenveagh", "we", "us") recognise that candidates may choose to use Artificial Intelligence (AI) tools when preparing job applications and interviews. We support responsible use of such tools, provided their use does not compromise the integrity of our recruitment processes or the protection of personal data.

This guidance should be read alongside our Employment Candidate Privacy Notice and reflects our obligations under the Data Protection Act 2018 and the General Data Protection Regulation (EU) 2016/679 (GDPR).

1. CV / Application Stage

Candidates may use AI tools to assist with structuring or formatting their CV, improving grammar or clarity, and researching publicly available information about Glenveagh, the role or the sector.

All information submitted must be accurate, truthful and a genuine reflection of the candidate's own experience, skills and qualifications. Information provided must be capable of explanation and discussion during interview.

AI must not be used to fabricate, exaggerate or misrepresent experience, skills or qualifications. Submission of misleading information may result in removal from the recruitment process.

2. Interview Preparation Stage

We encourage candidates to prepare thoroughly for interviews. AI tools may be used appropriately to research the organisation, practise interview questions, structure responses or support understanding of technical concepts. Preparation tools should support, not replace, the candidate's own judgement, knowledge and experience.

3. Live Interviews (In-Person or Online)

AI tools must not be used during live interviews to generate or assist with responses in real time. AI assistants, prompting tools, automated notetaking or transcription tools are not permitted. Interview responses must reflect the candidate's own views, reasoning and experience.

4. Recording, Transcription and Confidentiality

Interviews must not be recorded or transcribed by candidates. This includes audio or video recordings and AI-generated transcripts. Interviews may involve personal data or confidential information and recording or transcription without a lawful basis and appropriate consent may constitute a breach of data protection legislation.

5. Use of Personal Data and AI Tools

Candidates are responsible for how they use third-party AI tools. Personal data should not be entered into public or unsecured AI platforms where data processing, storage or retention practices are unclear.

Further details on how Glenveagh collects, uses and protects candidate personal data, including candidate rights, are set out in our Employment Candidate Privacy Notice.

This guidance does not form part of any contract of employment. Failure to comply may result in removal from the recruitment process.