

SCHEDULE 1
Purposes of processing personal data

For some processing activities, we consider that more than one lawful basis may be relevant – depending on the circumstances.

		Categories of personal data							
			1. You have given your consent to the processing (Please also see paragraph 2.6 above)	2. It is necessary to perform your employment contract	3. It is necessary for us to comply with a legal obligation	4. It is necessary for our legitimate interests or those of third parties to ensure a safe working environment for all our staff, to ensure the reliability and suitability of our candidates, to ensure our compliance with regulatory guidance and good governance expectations, to ensure the effective operation of the business	5. It is necessary to protect your vital interests (or those of someone else)	6. It is necessary to perform a task in the public interest	
Recruitment and workforce planning									
1.	Administering your application for a job with us and considering your suitability for the relevant role	Contact details Personal details Employment application details Reference Information Right to work information	✓			✓			
2.	Obtaining, considering and verifying your employment references and employment history	Contact details Personal details Employment application details Reference Information				✓			
3.	Reviewing and confirming your right to work in the location you have applied for	Contact details Personal details Right to work information			✓				
4.	Conducting verification and vetting, including criminal background checks and credit checks where required by law (Note : special category personal data – see Schedule 2)	Contact details Personal details Right to work information Employment application details			✓				
5.	Conducting background checks, verification and vetting which are not required by law but needed by us to assess your suitability for your role (Note : special category personal data – see Schedule 2)	Contact details Personal details Right to work information Employment application details	✓						
6.	Making a job offer to you and entering into a contract of employment with you	Contact details Personal details Employment application details Financial information		✓					
7.	Identifying and assessing CoStar's strategic business direction and resourcing needs, current employees and areas for development	Contact details Personal details Employment application details				✓			
8.	Analysing recruitment and retention objectives, processes and employee turnover rates	Contact details Personal details Employment application details				✓			

9.	Developing, operating and collecting feedback on recruitment activities and employee selection processes	Contact details Personal details Employment application details				✓		
10.	Where you are unsuccessful in your application or do not accept our job offer, and where appropriate, retaining certain application related information to contact you about future CoStar roles which we reasonably consider may be of interest to you	Contact details Personal details Employment application details				✓		
General job application process management and administration								
11.	Communicating with you and providing you with information in connection with your job application with us from time to time	Contact details				✓		
12.	General administration relating to the job application process, including workforce management and facilities operations	Contact details Personal details Employment application details Security, location and access information				✓		
13.	Managing our health and safety compliance obligations	Contact details Personal details Employment application details Security, location and access information			✓			
14.	Determining whether any adjustments are necessary to enable you to apply for a job with us (Note: special category personal data paragraph 5)	Contact details Personal details Employment application details			✓			
15.	Preparing risk assessments to prevent future injuries in the workplace	Contact details Personal details Employment application details Security, location and access information				✓		
16.	Handling any complaints arising from the job application process, including investigating issues, considering appropriate resolution and mitigating actions and reviewing outcomes	Contact details Personal details Employment application details Right to work information				✓		
Security and governance								
17.	Monitoring the security of CoStar's physical premises and systems, networks and applications	Contact details Security, location and access information			✓	✓		
18.	Identifying and authenticating job applicants and other individuals (Note: special category personal data – see Schedule 2)	Contact details Personal details Employment application details Security, location and access information				✓		
19.	Ensuring compliance with CoStar policies and procedures (Note: special category personal data – see Schedule 2)	Contact details Personal details Employment application details Right to work information Reference information Travel and expenses information Financial information Security, location and access information				✓		
Legal and regulatory compliance and responsibilities								

20.	Managing and administering our equal opportunities reporting (Note: special category personal data – see Schedule 2)	Personal details Right to work information			✓			
21.	Investigating, evaluating, demonstrating, monitoring, improving, reporting on and meeting CoStar's compliance with relevant legal and regulatory requirements (Note: special category personal data)	Contact details Personal details Employment application details Right to work information Reference information Travel and expenses information Financial information Security, location and access information			✓	✓		
22.	Investigating, evaluating, demonstrating, monitoring, improving, reporting on and meeting CoStar's compliance with best practice and good governance responsibilities	Contact details Personal details Employment application details Right to work information Reference information Travel and expenses information Financial information Security, location and access information				✓		
23.	Responding to binding requests or search warrants or orders from courts, governmental, regulatory and/or enforcement bodies and authorities (Note: special category personal data – see Schedule 2)	Contact details Personal details Employment application details Right to work information Reference information Travel and expenses information Financial information Security, location and access information			✓			✓
24.	Responding to non-binding requests or search warrants or orders from courts, governmental, regulatory and/or enforcement bodies and authorities	Contact details Personal details Employment application details Right to work information Reference information Travel and expenses information Financial information Security, location and access information				✓		
25.	Complying with disclosure orders arising in civil proceedings (Note: special category personal data – see Schedule 2)	Contact details Personal details Employment application details Right to work information Reference information Travel and expenses information Financial information Security, location and access information			✓			✓
26.	Investigating, evaluating, demonstrating, monitoring, improving, reporting on and meeting our compliance with relevant legal and regulatory requirements (Note: special category personal data – see Schedule 2)	Contact details Personal details Employment application details Right to work information Reference information Travel and expenses information Financial information				✓		

		Security, location and access information						
27.	Responding to employment and industrial relations matters where permitted by applicable law, including criminal investigations, grievances, arbitrations, negotiations, elections and strikes (Note: special category personal data – see Schedule 2)	Contact details Personal details Employment application details Right to work information Reference information Travel and expenses information Financial information Security, location and access information			✓	✓		✓
Day-to-day business operations								
28.	Supporting our diversity programmes and applicant support networks and initiatives (Note: special category personal data - see Schedule 2)	Personal details Employment application details	✓			✓		
29.	Administering your travel and accommodation arrangements	Travel and expenses information Personal details Your contact details Financial information			✓	✓		
30.	Supporting the sale, transfer or merging of part or all of our business or assets, or in connection with the acquisition of another business	Contact details Personal details Employment application details Right to work information Reference information Travel and expenses information Financial information Security, location and access information			✓	✓		