



Application Privacy Notice

For the purpose of UK General Data Protection Regulation (UK GDPR) the data controller is: PenCarrie Limited, PenCarrie House, South View Estate, Willand, Devon, EX15 2QW.

As part of our recruitment process, PenCarrie collects and processes personal data relating to job applicants. The Company is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does PenCarrie collect?

To perform the recruitment process, PenCarrie collects information about you, this usually includes:

- your name, address and contact details (email address and/or telephone number);
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, which may include benefit entitlements;
- whether you have a disability for which the Company needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK.

PenCarrie collects this information in a variety of ways. For example, data might be contained in application forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other assessments.

PenCarrie may also collect personal data about you from third parties, such as references supplied by former employers. PenCarrie will seek reference information from third parties only once a job offer has been made to you and with your consent.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does PenCarrie process personal data?

PenCarrie needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you and to meet our obligations under employment contract and legal obligations. For example, it is required that we check a successful applicant's eligibility to work in the UK before employment starts.

PenCarrie has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Company to manage the recruitment process, assess and confirm a candidate's suitability for



employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

PenCarrie may process health information if it needs to make reasonable adjustments for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, PenCarrie will keep your personal data on file in case there are future employment opportunities for which you may be suited. PenCarrie will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time by contacting recruitment@pencarrie.com.

Who has access to the data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes the HR team, interviewers involved in the recruitment process, managers in the business area with a vacancy and our IT team if this is part of their role.

PenCarrie will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Company will then share your data with former employers to obtain references for you with your consent. PenCarrie will not transfer your data outside the EEA/Europe.

How does PenCarrie protect your data?

PenCarrie takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our Team Members in the proper performance of their duties. We have secure access controls, both electronically and physically, to where your data is stored.

For how long does PenCarrie keep data?

If your application for employment is unsuccessful, PenCarrie will hold your data on file for 6 months after the end of the relevant recruitment process. At the end of that period, your data is deleted or destroyed unless you request for your personal information to be deleted within that time period.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you as part of the joining process.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the Company to change incorrect or incomplete data;



- require the Company to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where an organisation is relying on its legitimate interests as the legal ground for processing; and
- ask the Company to stop processing data for a period if data is inaccurate or there is a dispute about whether your interests override the Company's legitimate grounds for processing data.

If you would like to exercise any of these rights or have any questions regarding our GDPR processes, please contact us at the above address or by email: gdpr@pencarrie.com and our GDPR Representative will get back to you.

If you believe that PenCarrie has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the Company during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all. If your application is successful, it will be a condition of any job offer that you provide evidence of your right to work in the UK and satisfactory references.

Automated decision-making

For certain roles we use automated processes however, the PenCarrie recruitment processes do not utilise purely automated decision-making systems.

If you have any questions or queries about the use of your personal information, please contact us at the above address or by email: gdpr@pencarrie.com and our GDPR Representative will get back to you.