

## UK Greetings Limited

### APPLICANT PRIVACY NOTICE

This notice is intended to provide information regarding the use of your personal data by UK Greetings Limited for the purposes of the application process. It has been updated to address changes introduced by the General Data Protection Regulation ("GDPR") as implemented in the UK.

#### 1 WHO COLLECTS THE INFORMATION

UK Greetings Limited, Mill Street East, Dewsbury, West Yorkshire, WF12 9AW ('**Company**') is the 'data controller' of this processing activity. This information is also used by our affiliated entities and group companies, (our 'group companies') and so, in this notice, references to 'we' or 'us' mean the Company and our group companies.

#### 2 LEGAL BASIS AND PURPOSE FOR PROCESSING

We are processing data for the purpose of processing your application.

The legal basis for our use of your personal data will generally be one or more of the following:

- a) It is necessary to process your job application;
- b) we need to process your personal data in order to comply with a legal obligation (eg our obligation to check that you are eligible to work in the United Kingdom);
- c) it is in our legitimate interests to select the best and most appropriate candidate for the job;
- d) Your consent (where relevant).

We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

#### 3 WITH WHOM WE MAY SHARE THE INFORMATION

We may need to share some of the below categories of personal information with other parties, such as our HR department, recruitment agencies, your referees, providers of profiling and psychometric tests, background and criminal records checks, (where appropriate) our parent company and IT service providers.

Some of these are independent data controllers, with their own privacy notices explaining how and why they use your personal data. Others are our processors, with whom we have written agreements in accordance with data protection law. For more information, contact us at [GDPR.Enquiry@ukgreetings.co.uk](mailto:GDPR.Enquiry@ukgreetings.co.uk)

#### 4 WHAT INFORMATION DO WE COLLECT?

We receive information about you from a number of sources. We may also collect data from recruiters and recruiting agencies.

The information we receive and store up to and including the shortlisting stage may include as follows:

- Your name and contact details (ie address, home and mobile phone numbers, email address);
- Your curriculum vitae
- Details of your qualifications, experience, employment history (including job titles potential salary level and working hours) and interests; and
- Details of your referees.

We may collect the following information after the shortlisting stage, and before making a final decision to recruit, to the extent permitted by law:

- Information about your previous academic and/or employment history \*.
- Information regarding your academic and professional qualifications\*.
- Your nationality and immigration status and information from related documents, such as your passport and/or other identification and immigration information\*\*.
- Where applicable, information regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs)\*
- A driving licence check where applicable to your role.

The information marked "\*\*\*" is required by law to enable us to verify your right to work. The information marked "\*" may be required by us to assess your suitability for the position. If you do not provide it, we may not be able to take your application forward.

## **5 SPECIAL CATEGORIES OF DATA - SENSITIVE PERSONAL INFORMATION**

We may use your particularly sensitive personal information in the following ways:

- We will use information about your race or national or ethnic origin , to ensure meaningful equal opportunity monitoring and reporting;
- We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process or if you are subsequently offered employment with us.

Where we use such special categories of data during the application process, we shall only process with your consent.

## **6 WHERE INFORMATION MAY BE HELD**

Information is stored in our Applicant Tracking System and accessed by the Company, and third party agencies, service providers, representatives.

## **7 INTERNATIONAL TRANSFERS**

We may transfer your data outside of the European Economic Area (EEA) to our parent company in the USA, American Greetings Corporation. Some of our service providers may also provide services from outside the EEA. Where we transfer personal data, we have in place the standard contractual clauses adopted by the European Commission for the transfer of personal data (e.g. with American Greetings Corporation) or other protections

approved by the European Commission. You can find out more by making a request using the contact details below.

## **8 HOW LONG WE KEEP YOUR INFORMATION**

We will retain the personal information of unsuccessful candidates for a period of six months from the date we communicated to them our decision not to appoint them/take their application forward.

We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy personal information in accordance with our data retention policy and applicable laws and regulations.

If your application is successful, we will keep only the recruitment information that is necessary in relation to your employment in accordance with our employment privacy notice.

Please let us know if you have further questions regarding our retention of data.

## **9 YOUR RIGHTS WITH RESPECT TO YOUR PERSONAL INFORMATION**

In relation to the processing of your information by the Company, you have the following rights:

- To request access to your personal information. This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- To request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- To request erasure of your personal information, in certain circumstances. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to withdraw consent (see below).
- To request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or avoid the erasure of the personal data.
- To request the transfer of your personal information that you have provided to us to another party, ie the right to data portability in certain circumstances, where you have the right to receive your personal data in a structured, commonly used and machine-readable format and have the right to transmit that data to another controller without hindrance from us.
- Where we are relying on your consent, to withdraw your consent at any time. Please

keep in mind that withdrawing your consent does not have retroactive effect. This means that the withdrawal does not affect the lawfulness of past processing based on consent before its withdrawal. The Company is therefore not required to undo this past processing following the withdrawal of your consent.

- The right to complain to the relevant supervisory authority. This is the Information Commissioner's Office ("ICO") ([www.ico.org.uk](http://www.ico.org.uk)) (Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF). We would, however, appreciate the chance to deal with your concerns before you approach the ICO, so please contact us if you have a concern.

If you wish to exercise your rights, issue a request, or if you have other questions, comments or concerns about our privacy practices, please contact [GDPR.Enquiry@ukgreetings.co.uk](mailto:GDPR.Enquiry@ukgreetings.co.uk).

## 10 UPDATES

We may update this notice periodically. Where we do this, we will inform you of the changes and the date on which the changes take effect.