

PRIVACY NOTICE – JOB APPLICATION

Data Controller: All subsidiary Companies of Kinaxia Logistics (“the Group”)

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

What information does the Group collect?

The Group collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, education, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the Group needs to make reasonable adjustments during the recruitment process;
- a medical questionnaire (Drivers only) to ensure applicants meet the DVLA medical requirements; and
- information about your entitlement to work in the UK.

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

The Group will also collect personal data about you from third parties, such as references supplied by you and information from driving license check providers.

Data will be stored in a range of different places, including personal and group dropbox files and other IT systems (including email).

Why does the Group process personal data?

The Group needs to process data to potentially enter into a contract with you.

In some cases, the Group needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK and licenses before employment starts.

The Group 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 Group to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide upon a

successful candidate. The Group may also need to process data from job applicants to respond to and defend against legal claims.

Where the Group relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The Group processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability and to ensure Driver applicants meet the DVLA medical requirements. This is to carry out its obligations and exercise specific rights in relation to employment.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in any business area who have a vacancy.

The Group will not transfer your data outside the European Economic Area.

How does the Group protect data?

The Group 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 employees in the proper performance of their duties.

For how long does the Group keep data?

If your application for employment is unsuccessful, the Group 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.

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 in a separate privacy notice.

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 Group to change incorrect or incomplete data;
- require the Group 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 the Group is relying on its legitimate interests as the legal ground for processing; and

- ask the Group to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the Group's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact GDPR@Kinaxia.co.uk

If you believe that the Group has not complied with your data protection rights, you can complain to the Information Commissioner's Office via their website at www.ioc.org/concerns or write to them at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the Group during the recruitment process. However, if you do not provide the information, the Group may not be able to process your application properly or at all.

Automated decision-making

Recruitment processes are not based on automated decision-making.