

A.G. Barr Recruitment Privacy Policy

Who we are

We, A.G. BARR p.l.c (we, our, us) are the data controller for the purposes of the UK's data protection legislation. Our registered office is Westfield House, 4 Mollins Road, Cumbernauld G68 9HD. Your privacy is important to us. We've developed this Recruitment Privacy Policy (Policy) so you understand how we collect, use, disclose and store your personal information.

Please take some time to read and familiarise yourself with this Policy. By participating in our recruitment activities, you acknowledge the terms of this Policy.

What information do we collect about you?

As part of our candidate application and recruitment activities we collect, process and store personal information and equal opportunities data which may directly or indirectly identify you.

The type of information we collect may include: your name, address, contact number, email address, date of birth, nationality, gender, worker status, and other details (for example, other personal information you might provide in your C.V. or application). It may also include sensitive personal information.

We may collect personal information about you:

- When you contact us by telephone or by email;
- When you submit an application for a role with us through our third party recruitment portal Hire by Google;
- From recruitment agencies, if you have applied for a role with us through them;
- From an A.G. Barr colleague, where they have recommended you for a role with us;
- From any supporting documents you provide us;
- When you discuss a role or application with us;
- During any assessments or interviews;
- From a publicly available source e.g. LinkedIn, social networks or job boards;
- From certain third parties to whom you have provided your contact details or through which we undertake verification activities relating to your application.

We don't collect more information than we need to fulfil our stated purposes and won't retain it for longer than is necessary.

How and when will we use the information we collect about you?

If you discuss or apply for a role with us (or through a recruitment agency), we may use and process your personal information to:

- Undertake general recruitment activities relating to our recruitment process;
- Process your application;
- Respond to any query or feedback we receive from you;

- Undertake any assessments or interviews associated with your application;
- Undertake pre-employment screening or other appropriate checks;
- Verify your entitlement to work in the UK;
- Verify any qualifications you've told us about;
- Contact you about your application at different stages (outlined below);
- Make a decision about your application;
- Contact any referees you have provided information on in relation to your application and suitability for the role;
- Comply with legal and regulatory requirements; and
- Keep in touch with you about suitable future vacancies and news about us (if we have your consent to do so - see below).

Please note that where you contact us, we may keep a record of any resultant correspondence.

Basis for processing

For the application process, the personal information we collect about you is used to assess your suitability for employment with us. We are taking steps at your request prior to potentially entering into an employment contract - this is our legal basis for processing your personal data. In some instances, we may rely on legitimate interests as our legal basis (for example, equal opportunities monitoring). For other types of processing of personal information relating to you, we will ask you for your explicit consent to process your information in a certain way (for example, being part of our talent pool for up to 12 months as described below or keeping in touch with you in other ways).

1. Application Stage

At the application stage we will receive and assess candidate applications, including reviewing general applications or applications for specific jobs. This may involve the processing of your CV, name, address, employment history, academic and professional qualifications, age, diversity data including gender, ethnicity, disability, sexual orientation and nationality.

2. Selection Stage

Our hiring managers shortlist applications for interview. They will not be provided with your equal opportunities information if you have provided it.

We might ask you to participate in assessment days, complete tests or occupational personality profile questionnaires and / or to attend an interview - or a combination of these. Information will be generated by you and by us. For example, you might complete a written test or we might take interview notes. We will process and assess this information as part of your application.

If you are unsuccessful including following any assessment or interview for the position you have applied for, we may ask if you would like your personal information to be retained in our **talent pool** for a period of **12 months** following this decision. If you consent to this, we will retain your information for this period and may proactively contact you should any further

suitable vacancies arise or keep in touch with you about company news. We will remove your personal information from our systems when this period expires. You can also revoke this consent at any time by contacting careers@agbarr.co.uk.

Will we share your personal information with anyone else?

We may share your personal information with any member of our group of companies. We may disclose your personal information to third parties:

- If we have appointed a third party to perform certain functions on our behalf, where those third parties need to have access to your personal information to properly perform their function;
- If we become involved in a merger, acquisition or other transaction involving the sale of some or all of our or our group companies' assets, user information (including the personal information collected from you through your application), may be included in the assets which are transferred to the new owner; or
- If we are under a duty to disclose or share your personal information in order to comply with any legal obligation.

We will not share any of the information you provide or that we collect during the recruitment process with any third parties for marketing purposes or for any other purposes not described in this Policy.

We use a third party processor/system called Hire by Google to securely and electronically process the information you provide us and that we collect in order to manage the recruitment and application process on our behalf.

How do we store your personal information?

We have put in place measures to ensure the security of the personal information we collect and store about you, and will use all reasonable endeavours to protect your personal information from unauthorised disclosure and/or access. However, unfortunately the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal information, we cannot guarantee the security of your information transmitted to us. As a consequence, any transmission is at your own risk.

Automated processing

We do not generally make recruiting or hiring decisions based solely on automated decision-making. In the event that we do rely on elements of automated decision making as part of the overall application process (e.g. automated psychometric and behavioural testing), we will provide you with an opportunity to express your views.

How long do we retain your personal information for?

If you are unsuccessful at any stage of the process, the information you have provided or that we have otherwise collected will be retained for 6 months from the closure of the campaign.

However, if you provide your express consent for us to retain your personal information for our talent pool purposes (as detailed above), we will keep this information for a period of 12 months.

Accessing your personal information

You have the right to know whether we hold personal information about you and, if we do, to request a copy of it. If you would like a copy of some or all of your personal information, please contact us at careers@agbarr.co.uk.

We want to make sure your personal information is accurate and up to date. You may ask us to correct or remove any personal information you think is inaccurate.

If you have any concerns about how we process your information please contact us at careers@agbarr.co.uk. If we are unable to satisfactorily deal with your concerns then you are entitled to lodge a complaint with the Information Commissioner's Office. The ICO's address is:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

ICO's Helpline number: 0303 123 1113

Equal opportunities monitoring

To identify groups that may be underrepresented or disadvantaged in our organisation, we monitor applicants' ethnic group, gender, disability, sexual orientation, religion and age as part of the recruitment process. Provision of this information is voluntary and it will not adversely affect an individual's chances of recruitment or any other decision related to their employment. The information is removed from applications before shortlisting, and kept in an **anonymised** format solely for the purposes stated in this Policy. It will not form part of the selection or decision-making process. Analysing this data helps us take appropriate steps to avoid discrimination and improve equality and diversity. We only collect the information that is necessary for this purpose and will delete it when it is no longer required.

Changes to this Policy

We keep this Policy under review and we will place any updates on this webpage. This Policy was last updated in September 2019.