

## **ABOUT THIS POLICY**

Your **privacy** is **important** to us. We want you to **understand** and **be comfortable** with how we handle your **personal data** in our recruitment process. So we've developed this **Recruitment Privacy Policy** (this **Policy** for short) to explain how we collect, store, use, and process the **personal data** you provide, or we collect, when you apply for, or we contact you about, a role with us.

Please read this Policy carefully. If you have any questions, get in touch with us (see **Contact Us** below for details).

## **WHO WE ARE**

We're **A.G. BARR p.l.c.** We're a company registered in Scotland with the following details:

<b>COMPANY NUMBER:</b>	SC005653
<b>REGISTERED OFFICE:</b>	Westfield House, 4 Mollins Road, Cumbernauld, G68 9HD

We're the **data controller** of your **personal data**. That means we're **responsible** for your **personal data** under the UK's data protection laws

## **THE ICO:**

The Information Commissioner's Office (the **ICO** for short) is the organisation responsible for overseeing the UK's data protection laws. We refer to them throughout this Policy. You can read more about the ICO at its website [click here](#).

## **HOW WE COLLECT YOUR DATA:**

We'll collect your **personal data** through our recruitment process. One of the main ways we'll do this is when you apply for a role with us through **Workable** (see **Workable** below for details). But we'll also collect your **personal data** from:

- You,
- Publicly available sources (for example, your LinkedIn profile), and
- Third parties (for example, employment agencies, your former employers, government authorities, and background check agencies).

**WORKABLE:**

**Workable** is an online portal through which you can apply for a role with us. We use **Workable** for the majority of our recruitment so it’s one of the main ways we’ll collect and process your **personal data** if you’re involved in our recruitment process.

**Workable** is owned and operated by a third party called **Workable Software Limited**. That means we’ll share your **personal data** with them (see **Sharing your personal data** below for details). You can read more about **Workable** at its website [click here](#).

**THE PERSONAL DATA WE COLLECT:**

We **limit** the **personal data** we collect to what we **need** in order to achieve one or more of the **purposes** set out in this Policy (see **Why we process your personal data** below for details). Depending on how far you progress through our recruitment process, we may collect the following **personal data**:

CATEGORY:	EXAMPLES:
<b>Personal Details:</b>	This could include: <ul style="list-style-type: none"> <li>● Your name,</li> <li>● Your address,</li> <li>● Your date of birth,</li> <li>● Your contact details (for example, your email and phone number), and</li> <li>● Other personal details you choose to provide (for example, other personal details included in your <b>Workable</b> application (see <b>Workable</b> above for details) or CV).</li> </ul>
<b>Identification Information:</b>	This could include: <ul style="list-style-type: none"> <li>● A copy of your passport,</li> <li>● A copy of your driving licence,</li> <li>● A copy of your birth certificate,</li> <li>● Proof of address (for example, a copy of your latest council tax bill),</li> <li>● Your national insurance number or other government identification number,</li> <li>● Evidence of your right to work in the UK, and</li> <li>● Evidence of your immigration status.</li> </ul>

<b>Employment Information:</b>	<p>This could include:</p> <ul style="list-style-type: none"> <li>• Evidence of your suitability for the role (for example, proof of qualifications and information obtained from references),</li> <li>• Information about your current role (for example, salary, benefits package, working hours, and place of work), and</li> <li>• Your employment status and history.</li> </ul>
<b>Interview Information:</b>	This could include any information we collect during any interviews (for example, notes about your answers to questions asked during an interview).
<b>Financial Information:</b>	This could include bank details.
<b>Special Category Data:</b>	See <b>Special Category Data</b> below for details.

**WHY WE PROCESS YOUR PERSONAL DATA:**

We can only **process** your **personal data** where we have a **lawful basis** to do so. We determine the **lawful basis** for **processing** your **personal data** based on the **purposes** for which we process it. Our **purposes** for processing your **personal data** in our recruitment process are as follows:

- To consider your application and assess your suitability for a role with us,
- To progress your application and keep in touch with you about it,
- To enable us to monitor the diversity of our workforce,
- To enable us to meet any legal requirements, and
- To help us and any third parties we work with (for example, **Workable** (see **Workable** above for details)) improve our recruitment processes.

In almost all cases, our **lawful basis** for processing your **personal data** will be one of the following:

<b>LAWFUL BASIS:</b>	<b>EXAMPLE:</b>
<p><b>Legitimate interest:</b> The processing is necessary for our <b>legitimate interests</b> or the <b>legitimate interests</b> of a third party.</p>	<p>To assess your suitability for a role with us</p>

<p><b>Legal requirement:</b> The processing is necessary for us to meet a <b>legal requirement</b>.</p>	<p>To check you have the right to work in the UK and to assign a Certificate of Sponsorship to you where necessary.</p>
<p><b>Contract:</b> The processing is necessary (A) because you've asked us to take certain steps before entering into a contract of employment with you, or (B) to enable us to perform a contract of employment we've entered into with you.</p>	<p>To add your details to our payroll so we can pay you.</p>
<p><b>Consent:</b> You have given us your <b>consent</b> to the processing (see <b>Consent</b> below for details).</p>	<p>To keep you in our <b>talent pool</b> so we can notify you about roles we think may be of interest (see <b>How Long We Keep Your Personal Data</b> below for details).</p>

**SPECIAL CATEGORY DATA:**

**Special category data** is **personal data** that is considered to be especially sensitive under UK data protection law and so requires to be handled with particular care. We may ask you to provide the following **special category data** as part of our recruitment process and, if we do, it'll be so we can use it for the following purposes:

<b>SPECIAL CATEGORY DATA:</b>	<b>HOW WE USE IT:</b>
<p>Information about your:</p> <ul style="list-style-type: none"> <li>• Racial or ethnic origin,</li> <li>• Religious or philosophical beliefs,</li> <li>• Trade union membership, or</li> <li>• Sexual orientation.</li> </ul>	<ul style="list-style-type: none"> <li>• To enable us to monitor the diversity of our workforce, and</li> <li>• To enable us to meet our legal requirements.</li> </ul>
<p>Information about your physical or mental health.</p>	<ul style="list-style-type: none"> <li>• To assess your fitness to work,</li> <li>• To allow us to make any appropriate workplace adjustments,</li> <li>• To ensure your health and safety in the workplace, and</li> <li>• To enable us to meet our legal requirements.</li> </ul>

We're an **equal opportunities** employer and company committed to **diversity**. Where we ask you to provide **special category data** or other **personal data** to enable us to monitor the diversity of our workforce, it's so we can identify groups that might be underrepresented or disadvantaged and then take steps to address the issue. Provision of this data is voluntary and it won't negatively affect your chances of recruitment if you choose not to provide it. If you choose to provide it, we'll store it in an anonymised format and will only use it for the purposes described above.

Please try **not** to provide any **special category data** to us unless we specifically ask you to. And please be aware that we may not be able to process **special category data** even if it's provided inadvertently. We may simply delete all documents containing the **special category data** in question.

You can read more about **special category data** at the ICO's website [click here](#).

**HOW LONG WE KEEP YOUR PERSONAL DATA:**

We'll only keep your **personal data** for as long as is reasonably necessary to achieve the purposes for which it was collected. Specifically, we'll keep your **personal data** while you're involved in our recruitment process. After that, how long we'll keep your **personal data** depends on whether you're successful in getting the role you've applied for:

OUTCOME:	HOW LONG WE KEEP YOUR PERSONAL DATA:
You're successful:	<p>We'll transfer your <b>personal data</b> to your <b>employee file</b> and handle it in line with our <b>employee privacy policy</b> which will be provided to you. All copies of documents taken for the purpose of conducting right to work checks must be retained by us for the duration of your employment and for 2 years thereafter.</p> <p>If we are sponsoring your visa to work for us, we will retain all specified data in line with the relevant Home Office guidance which is for the duration of your employment and 12 months thereafter.</p>
You're unsuccessful:	<p>We'll ask for your <b>consent</b> to keep your <b>personal data</b> for <b>12 months</b> so you stay in our <b>talent pool</b>. That means we can get in touch with you if other roles come up that we think might interest you. If you:</p> <ul style="list-style-type: none"> <li>• <b>Give</b> us your consent, we'll keep your personal data for <b>12 months</b> or until you <b>withdraw</b> your</li> </ul>

	<p>consent and then we'll <b>delete</b> or <b>anonymise</b> it, and</p> <ul style="list-style-type: none"><li>● <b>Don't give</b> us your consent, we'll keep your personal data for <b>6 months</b> and then we'll <b>delete</b> or <b>anonymise</b> it.</li></ul> <p>If you apply for a role through <b>Workable</b> (see <b>Workable</b> above for details), we'll ask for your consent when you first submit your application.</p> <p>See <b>Consent</b> below for details (including how you may <b>withdraw</b> your consent after you've given it).</p>
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**SHARING YOUR PERSONAL DATA:**

We may share your **personal data** with:

- Other companies within our group,
- Any third parties we've appointed to provide services for us as part of our recruitment process (for example, providers of IT services) or our immigration advisors.
- Any law enforcement agency, court, regulator, government authority or other organisation if we believe we need to in order to meet a legal or regulatory requirement, or otherwise to protect our rights or the rights of anyone else, and
- Any organisation that buys, or to which we transfer all, or substantially all, of our assets and business.

If you apply for a role with us through **Workable** (see **Workable** above for details) then **Workable** will have access to the **personal data** you include in your application and will **process** it on our behalf.

We'll often post roles on online job boards (for example, **Indeed**). **Workable** integrates with these online job boards. So if you apply for a role with us through **Workable** via an online job board, both **Workable** and the operator of the online job board will have access to the **personal data** you include in your application and will process it on our behalf.

The operator of the online job board may also collect and process your **personal data** for its own purposes. If it does, the operator of the online job board will be the **data controller** in relation to that **personal data**, not us. So, if you apply for a role with us this way, we recommend that you check the online job board's own **privacy policy**.

Wherever we use a third party to process your **personal data** on our behalf, they'll only process it in accordance with **our instructions**. And we'll **take steps** to ensure they handle your **personal data** in the right way.

### **STORING YOUR PERSONAL DATA:**

We'll store your **personal data** in our offices and on secure servers provided or supported by third parties acting under our instructions. Where your **personal data** is transferred or stored outside the UK or EEA, we'll ensure appropriate measures are put in place to protect it. For example, we'll only transfer your **personal data** outside the UK or EEA where a UK Government or European Commission approved method of validating the transfer has been put in place.

### **USING AUTOMATED DECISION-MAKING:**

Automated decision-making is the process of making a decision by automated means without any human involvement. We may use some automated decision-making as part of our recruitment process. However, ultimately, recruitment decisions are made by our people.

You can read more about automated decision-making at the ICO's website [click here](#).

### **YOUR RIGHTS:**

You have a number of **legal rights** when it comes to your **personal data**. You can read about your **legal rights** (including the exceptions that apply) at the ICO's website: [click here](#).

If you want to use any of your **legal rights**, email us [dataprotection@agbarr.co.uk](mailto:dataprotection@agbarr.co.uk).

### **CONSENT:**

We'll only ask for and rely on your **consent** to process your **personal data** where you're **informed** and your **consent** can be **freely given**. This means that, before you give your **consent**, we'll provide you with full details of the information that we require and the reason we need it.

If you choose **not to provide** your **consent**, it won't negatively affect your application. And if you choose **to provide** your consent, you can **withdraw** it any time by emailing us at [dataprotection@agbarr.co.uk](mailto:dataprotection@agbarr.co.uk).

**Policy title :** Recruitment Privacy Policy

**CONTACT US:**

You can email us at:

<b>Email:</b>	<b>If:</b>
<b>careers@agbarr.co.uk</b>	You have any questions about working for us or our recruitment process.
<b>dataprotection@agbarr.co.uk</b>	You have any questions about this Policy or concerns about how we handle your <b>personal data</b> .

We'd hope to be able to resolve any questions or concerns you contact us with. But, if we can't, you have the right to complain to the ICO: [click here](#). We'd always welcome the opportunity to try to resolve any questions or concerns before you contact the ICO.

**CHANGES TO THIS POLICY:**

We may update this Policy from time to time so we'd suggest you check it now and again. We last reviewed this Policy in **March 2022** and made some minor changes to wording but no significant changes.

**Last reviewed :** March 2022

**Last updated :** March 2022