



# GDPR Applicant Privacy Notice

V2 May 2022

## Who are we?

AB Agri Ltd (*registered in England and Wales under company number 00193800* (called in this notice “**we**”, “**our**” or “**us**”) is the data controller of any information you submit in support of your application for AB Agri or ABF Shared Service Centre.

## Purpose of this notice

This notice tells you how we use data you submit when you apply for a job or submit an application to us and ABF Shared Service Centre for recruitment and on-boarding purposes.

It also tells you how you can exercise your rights (including the right to object to some of the data handling we carry out). More information about your rights and how you can exercise them is set out in the “Your Rights” section below.

## How do we use your information?

We use information you supply in support of your application and on-boarding process (where successful) so that we can consider your application, assess your suitability, conduct eligibility checks (with your consent) and for equal opportunities purposes. Where applicable, we also use information in the onboarding process to provide you with your terms and conditions of employment and enroll you onto the payroll.

We use your data for the purpose of our legitimate interests in managing the recruitment and onboarding processes so that we can take steps at your request prior to entering into a contract with us and/or joining us. Any information we ask you to supply in relation to past criminal offences will be held by us only in accordance with your consent (unless the supply of this information is required by law because of the nature of the role you are applying for). If a position that is, or may be, of interest to you requires background checks, we will tell you about this.

Where necessary, we will also use this data for the purpose of our legitimate interests in accessing appropriate professional advice and to ensure we comply with legal obligations to which our business is subject.

When you apply for a position with us or submit information in support of your application or offer of employment, we will tell you whether the information we are requesting is essential so that we can progress your application or offer, or whether the supply of this information is optional.<sup>1</sup>

Except for personal data which we collect and use for the purpose of entering into a contract with you and for processing the payroll, you can object to our use of the data you have provided at any time.

## Sensitive personal data

Sensitive personal data means personal data about racial or ethnic origin, political opinion, religious or philosophical belief, trade union membership, genetic data, biometric data used for the purpose of uniquely identifying individuals, data concerning health or a person’s sex life or sexual orientation. Where sensitive personal data is collected, we will ensure that any additional legal requirements are complied with. Further information about the way in which we protect your personal data is available from your Data Protection Co-Ordinator via email at [GDPR@ABAGRI.com](mailto:GDPR@ABAGRI.com).



### **How long do we keep this information for?**

We usually retain information supplied by job applicants for no longer than 12 months following a relevant recruitment decision. If your application is unsuccessful, we may decide to retain your details for longer if we think you may be suitable for another position that may arise within the ABF group in the future. If we do this, we will let you know about this so that you can opt out if you want to.

If your application is successful, relevant information will be used for the purpose of administering your subsequent employment and will be retained and used in accordance with our employee privacy policy (a copy of which will be provided when you take up your employment).

### **Who do we share this information with?**

Where necessary so that we can manage our recruitment and onboarding process, we will share your information with our service providers, third party benefit providers and professional advisers (e.g. recruitment agencies, providers who carry out background checks on our behalf, and, if applicable to the role you are applying for, suppliers who run candidate assessment programmes for us).

We will also contact third parties whose details you have supplied so that we can verify information you have supplied in relation to your previous employment and qualifications.

Otherwise, we will not share your information with any other third party unless:

- we have your permission (for example to share your details with another group company for their recruitment purposes)
- we are required to do so by law
- this is necessary so that we can enforce our terms of use, rights or property or the rights or property of any third party; or
- this is necessary in connection with the sale of our business or its assets (in which case your details will be disclosed to our advisers and any prospective purchaser's advisers and will be passed to the new owners).

### **Where do we transfer this information to?**

Any information you send us in support of your employment application and/or offer of employment is held by our service provider(s) on secure servers located in UK. We protect your privacy by entering into EU approved contractual clauses with service providers operating outside the EEA. If you require further information about these safeguards, please contact us using the details below.

### **Your Rights**

You have the right to ask us at any time for a copy of your personal data. In relation to personal data, you supply to us electronically, and which is held by us for the purpose of entering into a contract between us or on the basis of your consent, you are entitled to ask us for a copy of this information in a structured, commonly used and machine-readable format so that you can reuse it or share it with other organisations.

If you think the personal data, we hold about you is inaccurate or incomplete, you can ask us to correct it or complete it.

In some circumstances you also have the right to object to our processing of your data and can ask us to restrict our use of your data and to delete it.

There are some exceptions to these rights, however. For example, it will not be possible for us to delete your data if we



are required by law to keep it or if we hold it in connection with a contract with you or to process your payroll. Similarly, access to your data may be refused if making the information available would reveal personal information about another person or if we are legally prevented from disclosing such information.

If you wish to exercise any of these rights, please contact us using the details below.

### **Contacting us and your rights of complaint**

Questions, comments, or requests concerning this privacy notice are welcomed and should be addressed to our Data Protection Co-Ordinator via email at [GDPR@abagri.com](mailto:GDPR@abagri.com).

If you have a concern about the way we handle your personal data you have the right to complain to the Information Commissioner (ICO). You can find details of how to do this on the ICO website at <https://ico.org.uk/concerns/> or by calling their helpline on 0303 123 1113.

This privacy notice was last updated on 3/5/22.