



## WADDINGTON EUROPE

### PRIVACY STATEMENT FOR JOB APPLICANTS

*Last modification: v1.01 14<sup>th</sup> May 2018*

This Privacy Statement is published by Waddington Europe on behalf of itself and any of its affiliates acting as a Controller under relevant data protection rules and regulations, collectively “**Waddington Europe**”. You can find a list and contact details of such Waddington Europe Controller entities on the following page [Waddington Europe Data Controllers](#).

By submitting your application or your CV, you acknowledge having read and understood this Privacy Statement. If you do not wish your information to be used as follows, please do not submit your application or your CV.

This Privacy Statement sets out:

- which personal data we gather in the course of the application and recruiting process;
- how we use your personal data;
- who has access to your personal data;
- how long we keep your personal data;
- how you can access and modify the personal data we collect about you;
- how we secure your personal data;
- how you can submit questions and remarks.

### **Which personal data do we collect?**

This Privacy Statement relates to all personal data that we receive from you and that we collect and process about you (i) in the context of your application and the resulting recruitment process or (ii) for inclusion in our database.

These personal data include: identification and contact details, personal characteristics (such as gender and date of birth), education and work experience (including results, certificates, degrees, references), job preferences, interests, hobbies, video material, audio material, financial data (e.g. current and desired salary), all data in your CV and cover letter, all publicly available data on public websites, and all other personal data you have provided to us orally or in writing in the context of your application.

### **How do we use your personal data?**

Your personal data will be used in the context of your application and recruitment process, including for:

1. evaluating your skills, qualifications and interests against our career opportunities;
2. checking your data, your references and/or conducting background checks (where applicable);

3. communication concerning the recruitment process and your application; and
4. implementing improvements to the application and recruitment process within Waddington Europe.

The processing for the purposes 1, 2 and 3 described above are necessary for the potential conclusion of an agreement between you and Waddington Europe and the processing for purpose 4 is based on the legitimate interest of Waddington Europe to improve its processes on the basis of your application and recruitment procedure.

### **Who has access to your personal data?**

As a global company we encourage global mobility and our employees regularly move into other jobs in other countries. Consequently your personal data can be shared between a select group of authorised recruitment officers in affiliates of The Waddington Group globally. If you would prefer for us not to share your personal data in this way, then please let the hiring manager know or contact our Data Privacy Committee at [hr@waddingtoneurope.com](mailto:hr@waddingtoneurope.com).

Within these entities, the following staff members have access to your data:

- staff members of the HR department;
- staff members of the financial department;
- managers.

In certain cases, technical staff members may have access to your personal data, but only insofar this is necessary to ensure the proper functioning of our technical systems.

Waddington Europe may make use of external service providers or third parties for any of the purposes described above (e.g. recruitment websites or agencies conducting background checks). In such case, access to your personal data will be limited to the purposes described in this Privacy Statement, and in accordance with the requirements of the applicable data protection legislation.

### **How long do we retain your personal data?**

We will retain your personal data and consider you for other suitable positions for a maximum term of 2 years unless a shorter period is prescribed by applicable local law, in which case your personal data will be deleted in accordance with the maximum term permitted. If you would not like to be considered for other positions, please let the hiring manager know or contact our Data Privacy Committee at [hr@waddingtoneurope.com](mailto:hr@waddingtoneurope.com).

If your application is successful, your personal data obtained in the context of the application and recruitment procedure will be included your personnel file. You will then be informed separately of how Waddington Europe processes personal data of personnel.

## **Accessing and correcting your personal data**

You have a legal right to access your personal data, to have them corrected, to have them erased, or to receive them in a structured, commonly used and machine-readable format that can be transferred to another party.

If you wish to exercise any of these rights, please submit your request (i) through our dedicated Data Privacy Portal (once available - expected to go live in July 2018); (ii) to your local customer service team; or (iii) to our Data Privacy Committee at [hr@waddingtoneurope.com](mailto:hr@waddingtoneurope.com). You will need to include your personal details, as well as some means of verifying your identity (e.g. copy of identity card or driving licence).

You remain responsible for any personal data you provide and for the consequences of such action. Please note that you may not provide Waddington Europe with personal data in breach of obligations towards others relating to privacy, confidentiality, intellectual property or trade secrets, unless you have obtained explicit consent of the relevant person or entity to share these data with Waddington Europe for the purposes described in this Privacy Statement. By including references, you guarantee that you have informed the parties involved about the processing of their personal data as described in this Privacy Statement.

## **Security of your personal data**

Our IT systems are secured against unauthorised access. Only competent staff members have access to your personal data, on the basis of a personal login or other means of authentication, and only where this is relevant for the performance of their tasks.

We have implemented appropriate technical, physical and organisational measures to protect your personal data against unlawful or accidental destruction, loss, alteration, unauthorised disclosure and against abuse, damage and theft.

## **Contact**

For questions, remarks or complaints regarding the processing of your personal data by Waddington Europe, you can contact [hr@waddingtoneurope.com](mailto:hr@waddingtoneurope.com) or your relevant HR recruitment officer.

You also have a right to (i) object to the processing of your personal data, (ii) withdraw consent for the processing of your personal data, where applicable, and (iii) file a complaint with the competent supervisory authority of the country in which you applied to work, details of which can be provided on request by the Data Privacy Committee at [hr@waddingtoneurope.com](mailto:hr@waddingtoneurope.com).

## **Changes to this Privacy Statement**

This Privacy Statement may be updated on a regular basis. The most recent version is always available on this webpage. The date on which the current version was published, is included at the top of the document. Please check on a regular basis whether a new version has been published, as any changes will apply to your personal data as from the date of their publication.