

Document title: Dairy Crest Privacy Notice - Candidates		
Version: 4	Owner: Data Protection Manager	Date updated: 17.05.2022

# Saputo Dairy UK Privacy Notice - Candidates

## 1. What is the purpose of this document?

- 1.1 Dairy Crest Limited (trading as Saputo Dairy UK and Wensleydale Creamery) and Saputo Dairy UK Limited (together referred to throughout as "Saputo Dairy UK") are "data controllers". This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice. If you have any questions about this notice, please contact us as set out under paragraph 05.
- 1.2 This privacy notice is relevant where you are applying for work with us (whether as an employee, worker or contractor). It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for. Should you be successful in your application, your data will then be held in accordance with our Employees, Contractors and Workers Privacy Notice.

## 2. Your duty to inform us of changes

- 2.1 It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

## 3. Data protection principles

- 3.1 We will comply with data protection law, which means that your personal data will be:
  - Used lawfully, fairly and in a transparent way.
  - Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
  - Relevant to the purposes we have told you about and limited only to those purposes.
  - Accurate and kept up to date.
  - Kept only as long as necessary for the purposes we have told you about.
  - Kept securely.

## 4. The kind of information we hold about you

- 4.1 In connection with your application for work with us, we will collect, store, transfer, and use the following categories of personal information about you. Some of this information is collected upon your initial application; other information is only collected once an offer has been made to you. We have distinguished where information is only collected upon an offer being made:
  - The information you have provided to us in your curriculum vitae and covering letter including name, title, address, telephone number, personal email address, date of birth, gender, employment history, qualifications etc.
  - Any of the above information provided on our application form (which is collected after offer) if not already provided on your CV.
  - Any information you provide to us during an interview.

- Test results, e.g. from psychometric tests we ask you to complete.

4.2 We may also collect, store and use the following "special categories" of more sensitive personal information:

- Information about your race or ethnicity, religious beliefs, sexual life, sexual orientation, political opinions and trade union membership.
- Information about your health, including any medical condition, disability, injury, health and sickness records.

4.3 We also collect, store and use information about criminal convictions and offences (collected before and after offer).

4.4 We may also aggregate and/or anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes in which case we may use this information indefinitely without further notice to you.

## 5. How is your personal information collected?

5.1 We collect personal information about candidates from the following sources:

- You, the candidate.
- Recruitment partners to Saputo Dairy UK, from which we may collect contact details, employment history and academic results.
- Background check providers (collected after offer), from which we collect the following categories of data: confirmation of employment history (start and end dates) and, for some roles, adverse media checks.
- Credit reference agencies (collected after offer) to confirm your identity and check if you have been declared bankrupt.
- Disclosure and Barring Service in respect of criminal convictions (collected after offer).
- Your named referees (occasionally collected prior to offer in certain roles but more usually collected after offer).
- Data from publicly accessible sources such as LinkedIn or recruitment websites.

## 6. How we will use information about you

6.1 We will only use your personal information when the law allows us to. We have set out below a description of the ways we plan to use your personal data and the legal bases we rely on to do so:

Purpose / Activity	Lawful basis for processing
Assess your skills, qualifications, and suitability for the role	Necessary for our legitimate interests (to decide whether it would be beneficial to our business to appoint you to the role)
To decide whether to shortlist you for an	Necessary for our legitimate interests (to decide whether it would be beneficial to our business to

interview	appoint you to the role)
To assess your right to work	Necessary to comply with a legal obligation
To decide whether to offer you the role	Necessary for our legitimate interests (to decide whether it would be beneficial to our business to appoint you to the role and whether to enter into a contract with you)
Carry out background and reference checks, where applicable (collected after offer)	Necessary for our legitimate interests (to decide whether you would be suitable for the role)
Communicate with you about the recruitment process.	Necessary for our legitimate interests (to contact you and keep you informed as to the progress of your application)
Keep records related to our hiring processes	Necessary for our legitimate interests (record keeping)
Carry out equal opportunities monitoring and reporting	Necessary for our legitimate interests (to carry out meaningful equal opportunities monitoring and reporting)
To comply with legal or regulatory obligations	Necessary to comply with a legal obligation
To deal with any complaint or claim	Necessary for our legitimate interests (to investigate and deal with or defend any complaint or claim)
To consider you for future opportunities	Necessary for our legitimate interests (to find appropriate employees for future roles)  Consent (if more than 12 months after your application)

## 7. If you do not provide personal information

7.1 If you do not provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications, work history or right to work documents), we will not be able to process your application successfully. For example, if we require a credit check or references for the role and you fail to provide us with relevant details, we will not be able to take your application further and we may withdraw any offer of employment.

## 8. How we use sensitive personal information

8.1 We may process special categories of personal information in the following circumstances. We have also set out the legal bases we rely on to do so:

Purpose / Activity	Lawful basis for processing Special Category data
We will use information about your disability	Necessary to comply with employment and

<p>status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during a test or interview or for you to safely access a site.</p>	<p>other laws</p> <p>Necessary for our legitimate interests (to provide appropriate adjustments)</p>
<p>We will use information about your race or ethnicity, religious beliefs, sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.</p>	<p>Necessary to comply with employment and other laws</p> <p>Necessary for reasons of public interest (equal opportunities monitoring and reporting)</p> <p>Necessary for our legitimate interests (to ensure meaningful equal opportunity monitoring and reporting, to show we have not acted in a discriminatory way)</p>

## 9. Information about criminal convictions

- 9.1 We envisage that we will process information about criminal convictions.
- 9.2 In most cases, we will collect information about your criminal convictions history on application for a role. Once an offer has been made, we will carry out a criminal records check with the Disclosure and Barring Service (“DBS”). We are entitled to collect this information in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for the role.
- 9.3 If there is a concern with the information you have disclosed and/or the results of the DBS check, we will make an assessment based on the nature of the concern and the role and may ask you for more information. If we deem you to be unsuitable for the role, we may not be able to take your application any further and/or may withdraw an offer of employment, if already made.
- 9.4 We have in place a data protection policy and safeguards which we are required by law to maintain when processing such data.

## 10. Automated decision-making

- 10.1 The majority of candidates will not be subject to decisions that will have a significant impact on them based solely on automated decision-making.
- 10.2 Candidates who apply for roles which require a specific qualification or licence may be subjected to automated decision making where that qualification or licence is necessary to the performance of the contract (e.g. for a role which requires the applicant to hold a valid UK driving licence).

## 11. Data sharing

- 11.1 We may have to share your data with third parties, including third-party service providers and other entities in our group of companies. We require third parties to respect the security of your data and to treat it in accordance with the law.

## **Why might you share my personal information with third parties?**

11.2 We will only share your personal information with the following third parties where required by law, where it is necessary for the purposes of processing your application, or where we have another legitimate interest in doing so. The categories of third party with whom we share information are as follows:

- Third party service providers which provide our IT software and systems;
- Suppliers who provide applicant testing services e.g. psychometric testing;
- Providers of background checking services;
- The Disclosure and Barring Service for the purposes of carrying out criminal records checks (after offer is made);
- External recruitment agencies who are assisting us with the hiring process;
- External advisors, e.g. solicitors;
- Credit reference agencies.

11.3 If you apply for a role outside of the UK, your application will be reviewed and managed by the recruitment team within that division.

11.4 We also share your personal information with other entities in our group:

- to host and manage the system from an IT perspective; and
- to allow you to be considered for appropriate future opportunities outside of the UK.

11.5 All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

## **12. Transferring information outside the UK or EEA**

12.1 Some of our third party suppliers transfer or process your personal data outside the UK or EEA. To help ensure that your personal information receives an adequate level of protection, we use standard contractual clauses or international data transfer agreements, as approved by the Information Commissioner's Office (ICO) for the transfer of personal data to processors established in third countries from time to time.

12.2 We also transfer personal data to entities within our corporate group. These include Saputo Inc. entities in Canada, the United States of America, Australia and Argentina. If there is no European Commission adequacy decision in place in respect of the country or countries to which we transfer such personal data or an adequacy decision does not cover the transfer(s) in question, we will ensure an adequate level of protection for the personal data by putting in place ICO approved standard contractual clauses or international data transfer agreements with each such group company (either controller to controller or controller to processor, as appropriate).

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12.3 If you require further information about these protective measures, please contact the Data Privacy Manager.

### 13. Data security

13.1 We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

13.2 We have put in place procedures to deal with any suspected data security breach and will notify you and the applicable regulator, the Information Commissioner's Office (ICO), of a suspected breach where we are legally required to do so.

### 14. Data retention

14.1 We will retain your personal information for a period of 12 months after we have communicated to you our decision about whether to appoint you to role. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way and so as to meet the terms of our contracts with recruitment agencies. After this period, unless paragraph 14.2 or 14.3 applies, we will securely destroy your personal information in accordance with our data retention policy.

14.2 If you would like us to retain your personal information on file to consider you for potential future opportunities which may arise after the 12 month retention period, you must confirm your explicit consent to us in writing (which may be via selecting to opt in via an email). In this case, we will hold your information for a further 12 months.

14.3 Upon joining as an employee, worker or contractor of Saputo Dairy UK, the information collected as part of your application, interview and pre-employment checks under this privacy notice will be held by us in accordance with the Privacy Notice for Employees, Workers and Contractors.

### 15. Rights of access, correction, erasure, and restriction

#### Your rights in connection with personal information

15.1 Under certain circumstances, by law you have the right to:

- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).

- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.
- **Object to automated processing** of your personal information. This enables you to ask for the automated element of your application (where applicable) to be reviewed by a human and express your opinion with regard to your suitability for the role.

15.2 In some circumstances there may be specific legal reasons why we are not able to comply with your request to exercise your rights. Where this is the case, we will inform you of this.

15.3 If you want to review, verify, correct or request erasure of your personal information, object to the processing or automated processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact [myhr@saputo.com](mailto:myhr@saputo.com) in writing. We will endeavour to respond to you within one month of receipt of your request.

#### **Right to withdraw consent**

15.4 When you applied for this role, you provided consent to us processing your personal information for the purposes of the recruitment exercise. You have the right to withdraw your consent for processing for that purpose at any time. To withdraw your consent, please contact [myhr@saputo.com](mailto:myhr@saputo.com). Once we have received notification that you have withdrawn your consent, we will no longer process your application. Unless we have a specific legal reason not to (which will be communicated to you), we will dispose of your personal data securely in accordance with our data retention policy.

### **16. Data privacy manager**

16.1 We have appointed a Data Privacy Manager to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the Data Privacy Manager as follows:

Full name of legal entity:	Dairy Crest Limited (trading as Saputo Dairy UK and Wensleydale Creamery); or Saputo Dairy UK Limited (as applicable)
Contact:	Data Privacy Manager
Email address:	<a href="mailto:datacontroller@saputo.com">datacontroller@saputo.com</a>
Postal address:	Data Privacy Manager Dairy Crest Limited (or Saputo Dairy UK Limited) 5 The Heights, Brooklands, Weybridge, Surrey, KT13 0NY

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16.2 You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

**17. Changes to this privacy notice**

17.1 We reserve the right to update this privacy notice at any time.

17.2 This document was last updated on 17 May 2022

If you have any questions about this privacy notice, please contact the Data Privacy Manager at [datacontroller@saputo.com](mailto:datacontroller@saputo.com).