

RECRUITMENT PRIVACY NOTICE

Keltruck Limited

1. INTRODUCTION

Keltruck Limited is committed to protecting and respecting your privacy.

Our Privacy Notice explains the Information we collect about you when you interact with us. It explains what we do with your data and how we keep it safe.

In this Notice, where we refer to **Contact Information** this means your name, address, telephone numbers and email addresses. Where we refer to **Information** this means Personal Data as defined by the General Data Protection Regulations.

A data controller ("**Controller**") is the company that decides why and how your Information is processed i.e. how it is collected and used. When you apply for a role with us, Keltruck Limited is the Controller of your Information.

Where this Privacy Notice refers to "we", "our" or "us" below, unless it mentions otherwise, it's referring to Keltruck Limited as the Controller.

2. HOW WE PROCESS YOUR INFORMATION LEGALLY

The law allows us to collect and process your Information in certain circumstances. The circumstances we may process your data for recruitment purposes are:

With your **CONSENT**

In specific situations, we will seek your consent to collect and process your Information.

Where we have a **LEGAL OBLIGATION**

If the law requires us to, we may collect and process your Information.

Where it is in ours, or someone else's, **LEGITIMATE INTEREST**

We may collect and use your Information where it is reasonable for us to do so and where we consider that doing so will not materially impact your rights, freedom or interests.

3. WHY WE COLLECT YOUR INFORMATION AND THE INFORMATION WE COLLECT

We use the Information you give to us to consider you for our vacancies. As part of the recruitment process we are likely to collect the following information:

- your Contact Information (usually from your CV or online application). We collect this Information from you under our legitimate interest to communicate with you during the recruitment process;
- your qualifications, skills, employment history and current/expected salary. We review this Information as a legitimate interest of ours to consider you for the role and assess your suitability;
- Identity documents and other information about your entitlement to work in the UK. We collect this information in accordance with our legal obligations;
- Whether or not you have a disability. We collect this information in accordance with our legal obligations and legitimate interests to assess and/or to comply with our obligations under employment, equal opportunities and health and safety legislation (for example to make reasonable adjustments to the interview process with you)
- voicemails, emails, correspondence and other communications created, stored or transmitted to our equipment in accordance with our legitimate interest to progress the application through the recruitment process;
- Notes made during interviews are collected in accordance with our legitimate interest as a record of our interactions with you;

- Details of any psychometric testing which we ask you to undertake will be retained by us in accordance with our legitimate interest to assess your suitability for a vacancy; and
- When you use our car parks and premises we may have CCTV systems operated for our security and yours. These systems may record your image and number plate during your visit. We do this on the basis of our legitimate interest to protect our customers, premises, staff and assets from crime. If we discover any criminal activity or alleged criminal activity through our use of CCTV, we will process this Information for the purposes of preventing or detecting unlawful acts.

4. WHO WE SHARE YOUR INFORMATION WITH

We understand that your privacy is important and that you trust us to look after your Information. We will never sell your Information.

We may share your Information with carefully chosen third parties that we trust to carry out services on our behalf.

When Information is shared with a third party, we will apply a policy to help keep your Information safe:

- We will provide only the Information they need to perform the services for us.
- They may only use your Information for the exact purposes we specify in our contract with them.
- We will work closely with them to ensure that your privacy is respected and protected at all times.
- If we stop using their services, any of your Information held by them will either be deleted by them or rendered anonymous.

We will not share your Information without good reason. Below are some of the categories of third parties who we may share your Information with:

i. Group Companies

We may share your Information with other companies within the Scania network. This may be for statistical and analytical purposes and shall be anonymised wherever appropriate.

ii. Our Third-Party Partners and Service Providers

We may share your Information with our third-party service providers, agents, subcontractors and other organisations for the purposes of providing services to us or directly to you on our behalf.

- a) Recruitment agencies may provide us with your information;
- b) Online job board agencies and other recruitment firms may provide us your information. This is likely to be when you submit an online application to us through an online job site;
- c) Apprenticeship recruitment bodies may provide us with your information;
- d) Occupation health providers;
- e) Assessment and testing centres;
- f) Providers of legal services;
- g) Immigration advisory services;
- h) Interview/minute taking companies; and
- i) Training Providers.

iii. Other third parties

We may also share your Information if we're under a duty to disclose or share it in order to comply with our legal obligations, to detect or report a crime, to comply with our tax obligations or to protect the rights, property or safety of our staff and customers. In these circumstances, your Information may be shared with the Police, HMRC, DVLA or other registered bodies.

5. HOW LONG WE KEEP YOUR INFORMATION

We will hold your Information for no longer than 12 months from the date of application.

At the end of that retention period, your Information will either be deleted completely or anonymised, unless the Information is required to be held for longer in relation to an ongoing complaint, query or claim.

At the end of the retention period, you may be given the option to consent to us holding your Information for a further 12 months, so we can consider you for future roles. If you do not agree, you are free to withdraw that consent at any time and we will delete or anonymise your Information.

If you apply for a new role with us after consenting for us to hold your Information, your Information will be dealt with as if you have submitted a new application and we then rely on our legitimate interests to hold your Information for 12 months following application.

6. WHERE WE HOLD YOUR INFORMATION

We hold your information in the UK or EU.

7. HOW WE KEEP YOUR INFORMATION SAFE

We and the companies within the Scania network all use technical and organisational security measures to protect the Information supplied by you and managed by us against manipulation, loss, destruction, and access by third parties. Our security measures are continually improved in line with technological developments.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your Information, we cannot guarantee the security of your Information whilst in transit to our website and any transmission is at your own risk.

Where we have given (or where you have chosen) a password which enables you to access IT systems, you are responsible for keeping this password confidential. We ask you not to use the same password as on other accounts and not to share your password with anyone.

8. WHAT ARE MY RIGHTS OVER MY INFORMATION?

You have the right to request a copy of the Information we hold. Where any Information we hold is inaccurate, you can request that it is changed.

You may ask that we delete your Information and we must do so where we no longer have a reason for holding your Information. Whenever you have given us your consent to use your Information, you have the right to change your mind at any time and withdraw that consent. We must then delete your Information if we have no other reason for holding your Information.

You have the right to request that we temporarily stop using your Information in a certain way. This right applies where;

- (i) you think the Information we hold is inaccurate;
- (ii) you think we are processing your Information illegally;
- (iii) we no longer require your information, but you may require it for legal reasons; or
- (iv) you have objected to us processing your Information (see below) and you await a response from us.

Where we are processing your Information on the basis of our legitimate interest, you can ask us to stop for reasons connected to your individual situation. We must then do so unless we believe we have a legitimate overriding reason to continue processing your Information.

If we choose not to action any request from you, we will explain to you the reasons for our refusal.

To make a request in accordance with any of your rights, please contact GDPR@Keltruck.com.

9. CONTACTING THE REGULATOR

We encourage you to get in touch with us directly in the event of any query on complaint at GDPR@keltruck.com, or by calling 0121 525 7000 and asking for the H.R. department, and we will do all we can to resolve any issue you may

have. However, if you feel that your Information has not been handled correctly you have the right to lodge a complaint with the Information Commissioner's Office. You can contact them by calling 0303 123 1113.

10. CHANGES TO THIS PRIVACY NOTICE

We may review this Privacy Notice from time to time and any changes will be notified to you by posting an updated version on our website. Any changes will take effect 7 days after the date we post the modified terms online. We recommend you regularly check for changes and review this Privacy Notice when you visit our website.

11. CONTACT US

If you have any questions or suggestions about the processing of your Information or wish to contact us to amend/update your Information, please contact us using the details below:

careers@keltruck.com

If you wish to complain about the use of your Information or request a copy of the Information we hold about you, please contact [careers@keltruck.com] or call 0121 525 7000 and ask for the H.R. department.

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