

Job Applicant Privacy Statement

Introduction

As part of our recruitment process, Allied Glass Containers Limited collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use this data and in meeting our data protection obligations.

Purpose of this Privacy Statement

This Privacy Statement aims to give you information on how Allied Glass Containers Limited collects and processes your personal data when you apply for a job with us.

What information do we collect?

We collect and process a range of information about you. This may include:

- Your name, address, and contact details, including email address and telephone numbers
- Details of your qualifications, skills, experience, and employment history
- Information about your current level of remuneration, including benefit entitlements
- Whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process
- Information about your entitlement to work in the UK
- Information about medical or health conditions, including whether or not you have a disability for which the business needs to make reasonable adjustments.

How do we collect this information?

We collect this information in a variety of ways. For example, data is collected through application forms, CVs; obtained from your passport or other identify documents such as your driving licence; from forms completed by you such as a Pre-employment Health Declaration; from correspondence from you or through interviews or other assessments, such as aptitude testing.

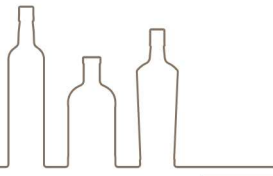
We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer to you has been made and we will inform you that we are doing so.

Where is your data stored?

Data is stored in a range of different places, including in recruitment files (paper version), in our HR Management system and in other IT systems, including our email system.

Why do we process personal data?

Allied Glass Containers Limited has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants



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allows us to manage the recruitment process, assess and confirm a candidates' suitability for employment and decide to whom to offer a job. In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment commences.

We will not use your data for any other purpose than the recruitment process of which you are part.

Who has access to your data?

Your information may be shared internally within the Company for the purpose of the recruitment process. This includes with members of the HR team, interviewers involved in the recruitment process and managers in the business area where the vacancy exists.

We may share your data with third parties in order to obtain pre-employment references from other employers and depending upon the position we are recruiting for we may need to obtain employment background checks from third party providers or obtain necessary criminal records checks from the Disclosure and Barring Service.

How do we protect data?

Allied Glass Containers Limited takes the security of your data seriously. We have in place appropriate security measures to prevent your personal data from being accidentally lost, misused, accessed in an unauthorised way, disclosed, altered, or destroyed. This security includes systems restrictions and access passwords.

In addition, we limit access to your personal data to those employees and other third parties who have a business need to know in relation to the recruitment process.

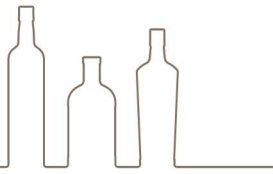
How long do we keep your data for?

If your application for employment is unsuccessful, including when you have speculatively applied to us in respect of a role which is not available, we will hold your data on file for 6 months. At the end of that period your data is deleted or destroyed unless we need to retain it for longer to exercise or defend any legal claims.

Your rights

As a data subject, you have a number of rights. You can:

- Access and obtain a copy of your data on request.
- Require us to change incorrect or incomplete data
- Require us to delete or stop processing your data, for example where the data is no longer necessary for the purpose of processing.



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- Object to the processing of your data where we are relying on our legitimate interests as the legal ground for processing; and
- Ask us to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override our legitimate grounds for processing data.

If you would like to exercise any of these rights or if you have any questions about this notice or our processing of your data more generally, please see contact details below.

If you believe that we have not complied with your data protection rights you can complain to the Information Commissioners Office (ICO) at www.ico.org.uk

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to Allied Glass Containers Limited during the recruitment process. However, if you do not provide the information, we will not be able to process your application.

Data Controller

Allied Glass Containers Limited is the Data Controller and responsible for your personal data. We have appointed a Data Protection Manager who is responsible for overseeing questions in relation to this Privacy Statement. If you have any questions about this Privacy Statement, including any requests to exercise your legal rights, please contact the Data Protection Manager using the details set out below:

Data Protection Manager
Allied Glass Containers Limited
Eurohub
California Drive
Whitwood
Castleford
WF10 5QH

Email: dataprotectionmanager@allied-glass.com

Telephone: 01132 451568

Changes to this Privacy Statement

We recognise that transparency is an ongoing responsibility, therefore we will keep this Privacy Statement under regular review. This Privacy Statement was last updated on 19th August 2020.