

Privacy Notice – Recruitment

Version 1 - June 2022

The following explains how we at Atlas Packaging Limited intend to use the information you provide in your application, along with your rights, our reasons for requesting it and who will have access to it.

What information do we collect from you?

We collect information that is specifically provided by you as part of an application process. We will collect the following (but not limited to):

- Name, address, email, telephone number
- CV (if applicable)
- Equal opportunities monitoring information (defined as special categories data) - this information is purely for statistical analysis and monitoring purposes
- Answers to application questions
- Any other information you wish to provide in support of your application

By submitting an application, you are agreeing to this privacy statement, you are allowing us to form a contract that will mean we can use your details and information presented so that we can assess your suitability for employment with us and carry out our statistical analysis, as required.

Why do we collect this information and who do we share it with?

Details you provide in this application:

- Will be held on our computer systems and may be downloaded by us
- Will be used to deal with your application
- Will be made available to us and our processors
- Will be used for communication with you regarding the vacancy
- Will be used to satisfy legal requirements
- Will be used for statistical analysis
- Will be held and may be used to contact you about other vacancies
- We will store your application data for 6 months. After this period, it will be fully deleted.

If as part of our recruitment process, following an offer of employment, we contact the referees provided by you to ascertain suitability of employment. The content of the reference will not be shared without the referee's permission.

How can I access the information you hold about me?

Your Rights

We provide reasonable access to those who wish to review the personal information retained when they apply for positions at Atlas Packaging Limited. In all cases we will treat requests to access information or change information in accordance with applicable legal requirements.

You have the following rights in relation to the way in which we deal with your personal data:

- the right of erasure or to be forgotten
- the right to rectification if information is inaccurate or out of date
- the right of data portability (to obtain and reuse your personal data)
- the right to object to the handling of your personal data
- the right to withdraw your consent with regards to the handling of your personal data
- you have the right to ask for a copy of the information we hold about you (Subject Access Request - S.A.R)
- You have the right to lodge a complaint with a supervisory authority - the Information Commissioners Office (ICO).

Where you exercise your right to object or withdraw your consent, we may process your personal data without your knowledge or consent where we are permitted or required by law or regulatory requirements to do so. In such a case, we will not process more personal data than is required under the circumstances.

If you are not satisfied by our actions, you can seek recourse through our internal complaints procedure. If you remain dissatisfied, you have the right to refer the matter to the ICO or seek recourse through the courts.

By applying for a position with Atlas Packaging Limited you are consenting to the processing and storage of your personal data in order that you can progress through our recruitment process.

If your application is successful, we will retain your information for the duration of your employment and up to 7 years after the end of your employment except for that information we are required to keep longer for legal reasons.

If your application is unsuccessful, we will retain your information for 6 months, after this date it will be securely and safely destroyed.