



Job Applicant Privacy Notice

Data controller: Signature Flatbreads UK Ltd., C, Innovation House, Chiltern Industrial Park, Boscombe Rd, Dunstable LU5 4LT, Tel: +44 (0) 1582 671 611

What is GDPR?

General Data Protection Regulation (GDPR) (2016/679 EU) is a new EU law that came into effect on 25 May 2018. GDPR requires employers to be transparent about the personal data that they hold and how it is being used. This notice is to inform you how we use your personal data and how it is processed.

What data does Signature Flatbreads collect?

Signature Flatbreads, from time to time, collects a range of information from job applicants. This includes:

1. Your name, address and contact details, including email address and telephone number
2. Details of your qualifications, skills, experience and employment history
3. Information about your current level of remuneration and benefit entitlements
4. Whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process; and
5. Information about your entitlement to work in the UK

What is Signature's source of information?

1. CVs
2. Passports or other identity documents
3. Data collected through interviews or other forms of assessment
4. We may also collect personal data about you from third parties, such as references supplied by former employers, former education providers or professional bodies. We will seek information from third parties only once a job offer to you has been made. You will be informed of this accordingly if we are doing so.
5. Data will be stored in a range of different places, including HR and other IT systems including e-mail.

Why does Signature Flatbreads process personal data?

The Company needs to process data to enter into an employment contract with you and to meet its obligations under your employment contract. In some cases, we need to process data to ensure



that we are complying with its legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

We also have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows Signature Flatbreads UK Ltd. to manage the recruitment process, assess and confirm candidates' suitability for employment. From time to time, the Company may also need to process data from job applicants to respond to and defend against legal claims.

Special categories data

We may also process special categories of data, such as information about your ethnic origin, sexual orientation, religion or belief - for the purpose of equal opportunities. We may also collect information about whether or not you have a disability in order to make reasonable adjustments.

We process such information to carry out obligations and exercise specific rights in relation to employment. If your application is unsuccessful, Signature Flatbreads UK Ltd. will delete entirely all your data forthwith and we will not hold it any longer. We will ask for your consent in case we would like to keep your data longer. You will have the right to withdraw your consent at any time.

Who has access to your personal data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR Department, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. In this case, your data may be shared with your former employers, former education providers or professional bodies to obtain references for you.

Complaints to ICO?

If you believe that Signature Flatbreads UK Ltd. has not complied with your data protection rights, you can complain to the Information Commissioner at www.ico.org.uk/concerns/.

How does Signature protect your data?

Signature Flatbreads UK Ltd. takes the security of your data seriously. We have internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.



For how long does Signature keep your data?

If your application is unsuccessful, Signature Flatbreads UK Ltd. will delete entirely all your data forthwith and we will not hold it any longer. We will ask for your consent in case we would like to keep your data longer. You will have the right to withdraw your consent at any time. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file (electronic and hard copy) and will be retained during your employment. For this purpose, the Employee Privacy notice will be shared and applied.

What are your rights under the GDPR?

As a data subject, you have the following rights under GDPR:

- a) Access and obtain a copy of your data on request;
- b) The right to erasure (the right to be forgotten)
- c) Require Signature Flatbreads to change incorrect or incomplete data;
- d) Object to the processing of your data where Signature Flatbreads is relying on its legitimate interests as the legal ground for processing; and
- e) Ask Signature Flatbreads to stop processing data for a period if data is inaccurate or the Company's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact Lawrence Taymani, HR Coordinator, at HR@Signatureflatbreads.com.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to Signature Flatbreads UK Ltd. during the recruitment application process. However, if you do not provide certain information, we may not be able to process your application properly or at all.