



Privacy Notice – Applicants

This Privacy Notice explains how Moy Park ('we') handle and use information (both hard copy and electronic) it collects about you as job applicants. This notice is non-contractual and can be amended at any time.

We are the "data controller". This means that we are responsible for deciding how to hold and use personal information about you. Our address is The Food Park, 39 Seagoe Industrial Park, Craigavon, Northern Ireland, BT63 5QE.

We will comply with the data protection principles set out in the law when handling your personal information.

Overall responsibility for monitoring compliance with data protection sits with the Privacy Steering Group, the main contact of which is the Chief Privacy Officer (cpo@moypark.com) For further information on security measures placed on your personal data, please contact the Chief Privacy Officer.

1. What type of information do we hold?

- "Personal data": this means any information about an individual from which that person can be identified. It does not include data where the individual's identity has been removed (anonymous data).
- "Special category data": this means data about an individual of a more sensitive nature and requires a higher level of protection.

2. On what basis do we process your information?

We will only use your personal information when permitted by the law. Most commonly, we will use your personal information in the following circumstances:

- If you are successful, where we need to enter into an employment contract with you (*) or during the interview process.
- Where we need it to comply with a legal obligation (**).
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests (***). The legitimate interests of Moy Park are to recruit the best candidate for any vacancy and we believe that this is not incompatible with your rights and freedoms.

We have indicated by asterisks in section 3 below the purpose or purposes for which we process your personal information. Some of the grounds for processing will overlap and there may be several grounds which justify our use of your personal information.

We may process 'special categories' of sensitive information in the following circumstances:

- In limited circumstances, with your explicit written consent;
- Where we need to carry out our legal obligations and in line with our data protection policy and health and safety obligations;
- Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards; and
- Where it is necessary to comply with employment law.

3. What personal information about you is processed by us?

We process personal information, including:

- Name, title, address, marital status and contact details>(* and ** and ***);
- Evidence of right to work in the UK (**);
- Information relating to age and gender (* and ***);
- Application form, CV and/or cover letter, education/job history, interview notes, references, pre-employment assessment, proof of qualifications (** and ***);
- Any correspondence relating to the outcome of the recruitment process (either successful or unsuccessful) (** and ***);and
- CCTV footage captured when you visit our premises (***) .

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

- Information relating to ethnic origin (not applicable to those employees, workers or contractors based in NI) race, religious, philosophical or moral beliefs, or your sexual life or sexual orientation; and
- Information on unspent criminal convictions and mandatory criminal record checks required by law before employing you (** and ***); .

4. How is your information used by us?

We will use your personal information in the following ways (this list is not exhaustive):

- Ensuring that you have the right to work for us;
- Making a decision about your recruitment or appointment;
- Managing the recruitment process;
- Monitoring equality and diversity within Moy Park; and
- Ensuring compliance with legal requirements and obligations to third parties.

We typically collect personal information about applicants either directly from candidates or sometimes from an employment agency.

We may sometimes collect additional information from publicly available sources, such as social media sites and the internet.

We will use your 'special categories' of sensitive personal information in the following ways (this list is non exhaustive):

- We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.
- We will use information about your commission of criminal offences to determine your suitability for employment.

5. What happens if you fail to provide personal information?

Where the provision of your personal data is required for us to enter into an employment contract with you, or is a statutory requirement, (e.g. evidence of a right to work in the UK, details of salary/benefits, national insurance number, health and safety of workers), refusal to provide this personal information will prevent us from being able to offer you employment.

Moy Park Limited

39 Seagoe Industrial Estate, Craigavon, Co. Armagh, Northern Ireland BT63 5QE
Telephone: 028 3835 2233 Facsimile: 028 3836 8011 www.moypark.com

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6. Will you be subject to automated decision making?

Automated decision-making takes place when an electronic system uses personal information to make a decision without human intervention. You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making unless we have a lawful basis for doing so and have notified you.

7. Who will your personal information be disclosed to?

Your personal information will be accessed by authorised staff who need to have access to that information (i.e. the recruiting manager and HR Manager).

We will also share your information as necessary with our UK based sister companies including Pilgrim's Pride Limited, Pilgrim's Shared Services Limited and Pilgrim's Food Masters (UK) Limited and Pilgrim's Food Masters (Ireland) Limited and their affiliates who provide services to us and who we provide support and inter-group services to including but not limited to HR support including recruitment, payment and reward, pensions and benefits, occupational health, membership of and administration of company car schemes or use of company vehicles, insurance and accident and claims investigation, administration and resolution.

8. Will your personal data be transferred to third parties outside of the European Economic Area?

During the application stage of the process, we may transfer your personal information outside of the European Economic Area to our holding company based in the United States of America to make decisions on certain appointments. To ensure that your personal information receives an adequate level of protection in the United States of America we have in place standard contractual clauses together with technical and organizational safeguards to ensure that your personal data is treated in a way that is consistent with and which respects the EU and UK laws on data protection. For further information about the data transfer agreement or the safeguards in place please contact the Chief Privacy Officer.

9. How long will we use your information for?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected the personal information for, including for the purposes of satisfying any legal, accounting, or reporting requirements. For further information on our retention of your information, please see our Retention Guidelines available from the Chief Privacy Officer.

10. What are your rights relating to your personal information?

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

- Request access to your personal information (commonly known as a "data subject access request").
- Request correction of the personal information that we hold about you.
- Request the erasure of your personal information.
- Request the restriction of and objection to processing of your personal information.
- Request the transfer of your personal information to a third party.

In addition, in the limited circumstances where you may have provided your consent to the processing of your personal information, you have the right to withdraw your consent at any time. This will not affect your contractual relationship with us. To withdraw your consent, please contact the Chief Privacy Officer in writing.

Some of these rights are not automatic, and we reserve the right to discuss with you why it might not comply with a request.

If you want to exercise any of the above rights, please contact the Chief Privacy Officer in writing.

11. Who can you contact if you have concerns about our use of your personal information?

You retain the right at all times to lodge a complaint about our management of your personal data with the Information Commissioner's Office at <https://ico.org.uk/concerns/>

If you have any concerns or queries about our use of your personal data, please contact the Chief Privacy Officer.

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Privacy Notice – Applicants

This Privacy Notice explains how Kitchen Range Foods ('we') handle and use information (both hard copy and electronic) it collects about you as job applicants. This notice is non-contractual and can be amended at any time.

We are the "data controller". This means that we are responsible for deciding how to hold and use personal information about you. Our address is The Food Park, 39 Seagoe Industrial Park, Craigavon, Northern Ireland, BT63 5QE.

We will comply with the data protection principles set out in the law when handling your personal information.

Overall responsibility for monitoring compliance with data protection sits with the Privacy Steering Group, the main contact of which is the Chief Privacy Officer (cpo@moypark.com) For further information on security measures placed on your personal data, please contact the Chief Privacy Officer.

12. What type of information do we hold?

- "Personal data": this means any information about an individual from which that person can be identified. It does not include data where the individual's identity has been removed (anonymous data).
- "Special category data": this means data about an individual of a more sensitive nature and requires a higher level of protection.

13. On what basis do we process your information?

We will only use your personal information when permitted by the law. Most commonly, we will use your personal information in the following circumstances:

- If you are successful, where we need to enter into an employment contract with you (*) or during the interview process.
- Where we need it to comply with a legal obligation (**).
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests (***). The legitimate interests of Kitchen Range Foods are to recruit the best candidate for any vacancy and we believe that this is not incompatible with your rights and freedoms.

We have indicated by asterisks in section 3 below the purpose or purposes for which we process your personal information. Some of the grounds for processing will overlap and there may be several grounds which justify our use of your personal information.

We may process 'special categories' of sensitive information in the following circumstances:

- In limited circumstances, with your explicit written consent;
- Where we need to carry out our legal obligations and in line with our data protection policy and health and safety obligations;
- Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards; and
- Where it is necessary to comply with employment law.

14. What personal information about you is processed by us?

We process personal information, including:

- Name, title, address, marital status and contact details;(* and ** and ***);
- Evidence of right to work in the UK (**);
- Information relating to age and gender (* and ***);
- Application form, CV and/or cover letter, education/job history, interview notes, references, pre-employment assessment, proof of qualifications (** and ***);
- Any correspondence relating to the outcome of the recruitment process (either successful or unsuccessful) (** and ***);and
- CCTV footage captured when you visit our premises (***) .

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

- Information relating to ethnic origin (not applicable to those employees, workers or contractors based in NI) race, religious, philosophical or moral beliefs, or your sexual life or sexual orientation; and
- Information on unspent criminal convictions and mandatory criminal record checks required by law before employing you (** and ***); .

15. How is your information used by us?

We will use your personal information in the following ways (this list is not exhaustive):

- Ensuring that you have the right to work for us;
- Making a decision about your recruitment or appointment;
- Managing the recruitment process;
- Monitoring equality and diversity within Kitchen Range Foods; and
- Ensuring compliance with legal requirements and obligations to third parties.

We typically collect personal information about applicants either directly from candidates or sometimes from an employment agency.

We may sometimes collect additional information from publicly available sources, such as social media sites and the internet.

We will use your 'special categories' of sensitive personal information in the following ways (this list is non exhaustive):

- We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.
- We will use information about your commission of criminal offences to determine your suitability for employment.

16. What happens if you fail to provide personal information?

Where the provision of your personal data is required for us to enter into an employment contract with you, or is a statutory requirement, (e.g. evidence of a right to work in the UK, details of salary/benefits, national insurance number, health and safety of workers), refusal to provide this personal information will prevent us from being able to offer you employment.

17. Will you be subject to automated decision making?

Automated decision-making takes place when an electronic system uses personal information to make a decision without human intervention. You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making unless we have a lawful basis for doing so and have notified you.

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18. Who will your personal information be disclosed to?

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Your personal information will be accessed by authorised staff who need to have access to that information (i.e. the recruiting manager and HR Manager).

We will also share your information as necessary with our UK based sister companies including Pilgrim's Pride Limited, Pilgrim's Shared Services Limited and Pilgrim's Food Masters (UK) Limited and Pilgrim's Food Masters (Ireland) Limited and their affiliates who provide services to us and who we provide support and inter-group services to including but not limited to HR support including recruitment, payment and reward, pensions and benefits, occupational health, membership of and administration of company car schemes or use of company vehicles, insurance and accident and claims investigation, administration and resolution.

19. Will your personal data be transferred to third parties outside of the European Economic Area?

During the application stage of the process, we may transfer your personal information outside of the European Economic Area to our holding company based in the United States of America to make decisions on certain appointments. To ensure that your personal information receives an adequate level of protection in the United States of America we have in place standard contractual clauses together with technical and organizational safeguards to ensure that your personal data is treated in a way that is consistent with and which respects the EU and UK laws on data protection. For further information about the data transfer agreement or the safeguards in place please contact the Chief Privacy Officer.

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

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- Request the erasure of your personal information.
- Request the restriction of and objection to processing of your personal information.
- Request the transfer of your personal information to a third party.

In addition, in the limited circumstances where you may have provided your consent to the processing of your personal information, you have the right to withdraw your consent at any time. This will not affect your contractual relationship with us. To withdraw your consent, please contact the Chief Privacy Officer in writing.

Some of these rights are not automatic, and we reserve the right to discuss with you why it might not comply with a request.

If you want to exercise any of the above rights, please contact the Chief Privacy Officer in writing.

22. Who can you contact if you have concerns about our use of your personal information?

You retain the right at all times to lodge a complaint about our management of your personal data with the Information Commissioner's Office at <https://ico.org.uk/concerns/>

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