

## **PRIVACY NOTICE FOR CANDIDATES**

As part of the recruitment process with Poundworld Retail Limited (“**Poundworld**”) various **personal data** (information) about you will be collected and processed. As Poundworld is responsible for deciding how it holds and uses your personal data, it is known as a ‘data controller’ for the purposes of the EU General Data Protection Regulation (“**GDPR**”). Poundworld is committed to being transparent about how it uses your personal data and how it meets its data protection obligations.

### **What is personal data?**

Personal data is any information relating to an identified or identifiable natural person, who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, identification number, location data, online identifier or one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that person. A subset of personal data is known as ‘**sensitive personal data**’ which is data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, the processing of biometric data in order to uniquely identify a person, or data concerning health, sex life or sexual orientation.

This privacy notice sets out the steps Poundworld takes to comply with the core principles for data processing laid down in the GDPR which are:

- Lawful, fair, transparent
- Purpose limitation
- Data minimisation
- Accuracy
- Storage limitation
- Integrity & confidentiality

### **What information we collect and why**

Poundworld will collect, store and use a range of personal data about you as part of its recruitment process, including:

- Name
- Personal contact details such as address, telephone numbers and personal email addresses
- Copies of your right to work documentation, CV, cover letter, details of your qualifications/ licences/ professional memberships, skills, experience, employment history
- Information about your current employment including current rate of pay and benefit entitlement
- Whether or not you have a disability for the purposes of making reasonable adjustments that may be needed to assist you with the application process and (after the offer of employment is made), information about reasonable adjustments you may need in order to carry out your role.

- Information about your criminal record
- Copy driving licence
- References

Note that as part of the recruitment process, you will be given the opportunity to complete an Equal Opportunities monitoring questionnaire. Whether you complete this or not is entirely your choice and if you do, we will only use this information for monitoring purposes. The questionnaire is completed on an anonymous basis and thus neither your questionnaire nor the fact of whether you completed one or not will be taken into account for the purposes of deciding whether to offer you employment.

### **How your personal data will be collected**

Poundworld collects personal data either directly from candidates or sometimes through third parties such as an employment agency or background check provider. We sometimes collect additional information from third parties including former employers and the Home Office.

### **How your personal data will be used and why**

Poundworld needs to access and process information about you in considering whether to offer you employment and in order to enter into a contract of employment with you. The personal data we hold and process will be used for management, administrative and compliance purposes and also to protect Poundworld's position in the event of legal proceedings.

Poundworld will only process personal data where it has a lawful basis for doing so. The GDPR sets out a range of legal bases that data controllers may rely upon for processing. Some examples are set out below and they often overlap:

- Where it is necessary for compliance with a legal obligation: for example, we are legally obliged to check that you have the right to work in the UK before we can offer you employment
- Where it is necessary for Poundworld's or a third party's legitimate interests: for example, to allow us to properly manage the recruitment process, in assessing candidates' suitability for the job and deciding who to offer employment

Poundworld may also process your data for the purpose of establishing or defending legal claims.

Note that where Poundworld processes sensitive personal data of yours, it needs additional legal justification to do so. For example, such grounds may be that it is necessary for compliance with employment law, in avoiding you being discriminated against during the recruitment process.

Poundworld will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason that is compatible with the original purpose. If we need to use your personal data for an unrelated purpose, you will be notified of this, together with an explanation of the legal basis for which we believe we can use the personal data for the unrelated purpose.

Poundworld doesn't use automated decision making for any aspect of recruitment.

### **Do we need your consent?**

We don't need your consent to process personal data if we are relying on another legal basis for processing (and additional grounds apart from explicit consent in the case of sensitive personal data).

### **Who has access to your personal data?**

Your data will be used by managers and those people within the business who need access to your data in order to perform their roles as part of the recruitment process.

Your personal data may be transferred to other group companies if there is a legal basis for doing so. It won't be transferred out of the EEA.

In certain circumstances your personal data will be shared with third parties, in order for Poundworld to comply with its legal obligations (e.g. to HMRC, the Home Office) or where we have a legitimate interest in doing so (for example reference or other background checks).

There may be occasions when your personal data may be passed to third party data processors, who are only permitted to process your personal data under Poundworld's specific instructions and they are required to protect your personal data in line with our policies.

### **How long your personal data will be stored**

It is Poundworld's aim to retain your personal data for no longer than is necessary, with it being securely destroyed or deleted (as applicable) at an appropriate time. However, please be aware that we are subject to various legal and reporting requirements which necessitate us keeping certain records relating to your application for specific periods of time.

If your application is unsuccessful, generally, information relating to your application will be destroyed after a period of 6 months. In Northern Ireland, the Fair Employment Monitoring requirements mean that we will have to keep records relating to your application for 3 years.

If your application is successful you will be provided with our Privacy Notice for Employees, which gives further information on how your personal data will be used and stored during and after your employment.

### **How Poundworld protects your personal data**

Poundworld takes the security of your personal data very seriously. Your data will be stored in a range of different places, whether electronically or in paper files, including HR/recruitment management systems and on other IT systems including our email system. Poundworld is committed to ensuring adequate safeguards are in place to ensure that your personal data is not

lost, misused or disclosed in breach of the GDPR. Poundworld has a range of cyber security systems in place.

## **Your rights**

The GDPR gives you a variety of rights in respect of your personal data, which are listed below, but which are subject to limitations:

- To make Subject Access Requests for a copy of personal data held
- To object to the processing of your personal data, where the legal basis for processing that we rely on is legitimate interest
- To withdraw consent, where consent is the legal basis relied on for processing (this will not affect the lawfulness of processing before your consent was withdrawn). Processing will stop unless we have another legitimate basis for doing so in law.
- To request rectification of inaccurate or incomplete data
- To request erasure (deletion) of your personal data where there is no good reason for us continuing to process it.
- To request the restriction of processing, which enables you to ask us to suspend the processing of your personal data, for example if you want to establish its accuracy or the reason for us processing it.
- Data portability (in certain circumstances), i.e. to request the transfer of your electronically-held personal data to another party.

Any requests relating to the above should be submitted, in writing, to The Company Secretary, Poundworld Retail Limited, Poundworld House, Premier Way North, Normanton Industrial Estate, West Yorkshire, WF6 1GY. We may need further information from you to help us confirm your identity and ensure that personal data is not disclosed to or altered by any person who has no right to receive or alter it.

You also have the right to complain to the Information Commissioner's Office (the UK's supervisory authority for data protection issues) if you believe we may have not complied with our obligations under the GDPR

You are responsible for ensuring that the personal data we collect about you as we go through the recruitment process is accurate and current.

## **What happens if you don't (or won't) provide your personal data?**

Unfortunately, this may mean that Poundworld may not be able to comply with its legal obligations or be able to process your application properly or at all. This may impact on our ability to enter into a contract of employment with you.

## **Further information**

Should you have any queries or concerns about how your data is processed, please contact The Company Secretary, Poundworld Retail Limited, Poundworld House, Premier Way North, Normanton Industrial Estate, West Yorkshire, WF6 1GY.