

DATA PROTECTION OFFICER: HR MANAGER – POWERTRAIN

As part of any recruitment process, Cosworth collects and processes personal data relating to job applicants. Cosworth is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

WHAT INFORMATION DOES COSWORTH COLLECT?

Cosworth collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number
- 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; and
- information about your entitlement to work in the UK

Cosworth may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of.

Cosworth may also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. Cosworth will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of various places, including on your application record, in HR management systems and on other IT systems including email.

WHY DOES COSWORTH PROCESS PERSONAL DATA?

Cosworth needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you.

In some cases, Cosworth needs to process data to ensure that it is complying with its legal obligations.

For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

Cosworth has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the business to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. Cosworth may also need to process data from job applicants to respond to and defend against legal claims.

Cosworth may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. It may also collect information about if applicants are disabled to make reasonable adjustments for candidates who have a disability. Cosworth processes such information to carry out its obligations and exercise specific rights in relation to employment.

Cosworth will not use your data for any purpose other than the recruitment exercise for which you have applied.

If your application is unsuccessful, Cosworth may keep your personal data on file in case there are future employment opportunities for which you may be suited. Cosworth will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

WHO HAS ACCESS TO DATA?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, 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.

Cosworth will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. We will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks.

HOW DOES COSWORTH PROTECT DATA?

Cosworth takes the security of your data seriously. It has internal policies and controls in place to ensure that your data

is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

FOR HOW LONG DOES COSWORTH KEEP DATA?

If your application for employment is unsuccessful, the business will hold your data on file for six months after the end of the relevant recruitment process. If you agree to allow Cosworth to keep your personal data on file, Cosworth will hold your data on file for a further six months for consideration for future employment opportunities. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

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 the organisation to change incorrect or incomplete data
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing

If you would like to exercise any of these rights, please contact the HR Manager – Powertrain.

If you believe that Cosworth has not complied with your data protection rights, you can complain to the Information Commissioner.

WHAT IF YOU DO NOT PROVIDE PERSONAL DATA?

You are under no statutory or contractual obligation to provide data to Cosworth during the recruitment process. However, if you do not provide the information, Cosworth will not be able to process your application properly or at all.

AUTOMATED DECISION-MAKING

Recruitment processes are not based on automated decision-making.