



Data Privacy Notice for Job Applicants

EFFECTIVE DATE: 25th May 2018

This Privacy Notice describes how DENBIES WINE ESTATE LTD (“DENBIES WINE ESTATE LTD”) handles personal data you submit when applying for a job. Please read this document carefully to understand how DENBIES WINE ESTATE LTD uses and protects the information you provide.

1. YOUR CHOICE AND CONSENT

Providing your application data is voluntary. However, if you decline to submit requested candidate data, our ability to consider you as a candidate may be limited.

By submitting your application data, you

- declare that you have read, understood and accepted this Privacy Notice;
- are granting your consent to the holding and processing of your data in accordance with this notice;
- are declaring that the information given in the application is complete and true to the best of your knowledge, and understand that incorrect statements could lead to your application being rejected;
- are authorising DENBIES WINE ESTATE LTD to verify statements contained in this application and to make any necessary reference checks.

DENBIES WINE ESTATE LTD reserves the right to modify this policy by posting changes to the careers page on our website (<https://www.denbies.co.uk/careers-denbies/>). If you submit your data following the effective date of a modified policy, your information will be handled in accordance with the policy in effect at that time. We recommend that you check the Privacy Notice on our website each time you send DENBIES WINE ESTATE LTD an application or additional candidate data.

2. DATA WE COLLECT AND PROCESS ABOUT YOU

This Privacy Notice covers any candidate data you submit to DENBIES WINE ESTATE LTD for the recruiting process. This may include but is not limited to the following information:

- Your name, contact details and candidate status.
- Information included in your CV or cover letter, such as job history, academic background, skills and competencies, personal interests, languages spoken, questionnaire results.
- Job preferences and type of employment sought, willingness to relocate.

- Names and contact details for references. Please note that it is your responsibility to obtain consent from your references prior to providing us personal information about them.
- Current and historic salary details together with salary expectations.

DENBIES WINE ESTATE LTD may collect data directly from you or from third parties, for example when doing a background check or employment reference. This is subject to your consent where required by law.

For the avoidance of doubt, DENBIES WINE ESTATE LTD does not wish to receive any confidential or proprietary information which you have received from your previous employers.

3. FOR WHAT PURPOSE WILL YOUR DATA BE USED?

The personal data you provide in your application and as part of the recruitment process will only be held and processed to facilitate the selection process and in connection with any subsequent employment. Your personal data may be used to assess your application for employment at DENBIES WINE ESTATE LTD, to verify your information, to conduct reference checks, to communicate with you and to inform you of further career opportunities.

In the event of your application resulting in the offer and your acceptance of a position at DENBIES WINE ESTATE LTD, the data collected will become part of your employment record and will be used for employment purposes.

4. WHO CAN ACCESS YOUR DATA?

Only selected employees of DENBIES WINE ESTATE LTD - such as management team members, potential future line managers or HR staff - and selected third parties who support us with the recruitment process, have access to your personal data. Except as set out in this policy or as required by law, your personal data will not be supplied to any third party without your explicit authorisation.

5. DATA RETENTION

Your personal data shall not be kept for longer than is necessary for the recruitment process. Therefore, unsuccessful application data will be deleted after the completion of the hiring process.

In addition to using your data for the position for which you have applied, DENBIES WINE ESTATE LTD may retain and use your application data to consider you for other positions, but only with your explicit consent and for a maximum period of 12 months. If after this period, we feel it necessary to retain your records, we will write to you. The request to retain your records will set out the reasons why we wish to hold the information for a longer time period. If you do not want to be considered for other positions,

DENBIES WINE ESTATE LTD will delete all your data. If we do not receive a response with 4 weeks, we will delete your records.

If your application has been successful and you are hired, the corresponding application data may be used in connection with your employment consistent with data protection policies.

6. LEGAL BASIS

DENBIES WINE ESTATE LTD will handle job application data in accordance with the laws of England and Wales. Where the law provides less protection than this privacy notice, DENBIES WINE ESTATE LTD will handle your data in accordance with this notice.

As your data controller, DENBIES WINE ESTATE LTD has registered with the 'Information Commissioner's Office' as required under the Data Protection Act 1998 and is listed in the 'Data Protection Public Register'. Personal information will only be collected and/or processed in accordance with this Act.

7. YOUR RIGHTS

You may exercise the following rights in relation to your candidate data:

- The right to be informed. This privacy notice gives you transparency on how DENBIES WINE ESTATE LTD processes and handles your personal data. If you have any questions, please do not hesitate to contact us.
- The right of access. You are allowed anytime and free of charge to access your personal data so that you are aware of and can verify the lawfulness of the processing. Information will be provided without delay and at the latest within one month of receipt.
- The right to rectification. You are entitled to have personal data rectified if it is inaccurate or incomplete.
- The right to erasure. You can request the deletion or removal of your personal data where there is no compelling reason for its continued processing.
- The right to restrict processing. You have the right to suppress processing of personal data.
- The right to data portability. This allows you to obtain and reuse your personal data for your own purposes across different services.
- The right to objection. You have the right to object to a) processing based on legitimate interests or the performance of a task in the public interest/exercise of official authority, b) direct marketing and c) processing for purposes of scientific/historical research and statistics.
- Rights in relation to automated decision making and profiling.

You can exercise those rights at any time and get further information regarding the processing of your application data and DENBIES WINE ESTATE LTD's general privacy policy by sending an email to careers@denbiesvineyard.co.uk

8. HOW TO CONTACT US

If you have any questions regarding this privacy notice, please do not hesitate to contact us:

DENBIES WINE ESTATE LTD

London Road

Dorking

Surrey

RH5 6AA

Phone: 01306 734 655

Email: careers@denbiesvineyard.co.uk

Data Protection Officer: Natacha Mudoo (HR Manager)

Phone: 01306 734 655

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