

Recruitment Privacy Policy

We will collect and store any personal information you submit to us via our Company careers page. Please read the following Recruitment Privacy Policy to understand how the Company uses and protects the information you provide. The online recruitment page is provided and hosted by the Company and its third party supplier. By submitting your personal information either on the application form or via email you are consenting to the Company holding and using your information in accordance with this policy. We recommend that you check the privacy policy each time you visit this site.

Information you give us

When you visit our careers page you may be asked to provide certain information including your name, contact details and job history in order to apply for a vacancy. Some of the information is mandatory in order for the Company to consider an application for a vacancy or meet its statutory monitoring and reporting responsibilities. However, where indicated, some of the information is optional and you can choose not to complete.

Data Protection Legislation

The Company is a controller of your data. As your data controller the Company complies with our legal obligations under the Data Protection Act 2018 (the '2018 Act') and the EU General Data Protection Regulation ('GDPR') in respect of data privacy and security. Please see our Data Privacy Policy available on our website.

Data Protection Statement

The personal data you provide in your application and as part of the recruitment process will only be held and processed for the purpose of the selection processes of the Company and in connection with any subsequent employment, unless otherwise indicated. Your data will be retained only for as long as is permitted by UK legislation and then destroyed. By submitting your personal data and application, you:

- (1) Declare that you have read, understood and accepted the statements set out in this data protection clause;
- (2) Are declaring that the information given in the application is complete and true to the best of your knowledge, and understand that deliberate omissions and incorrect statements could lead to your application being rejected;
- (3) Are giving your consent to the processing of the information contained in this application and any other personal data you may provide separately in the manner and to the extent described;
- (4) Are authorising the Company to verify or have verified on their behalf all statements contained in this application and to make any necessary reference checks.

How we process the data that is submitted by you

Personal data is collected to facilitate the recruitment process only. Data entered as part of an application is stored in the system and will be made available to view by the HR Department who will direct to the Local Manager. Please be aware that the Company uses a third party supplier to

hold the information you submit. The third party company complies with the Company security policy and therefore will not share your data with anyone other than the Company. In the event of your application resulting in the offer and your acceptance of a position with the Company, your personal information will be held within your personnel file.

Data Retention

Unsuccessful applicant data will be held within the relevant local depot in accordance with the Data Protection Act 2018 (the '2018 Act') and the EU General Data Protection Regulation ('GDPR') in respect of data privacy and security. After such time we shall delete your record as required under Data Protection Regulation. In the event that a vacancy that might suit you does arise we will write to you again and invite you to come in and discuss it with us. Information about how your data is used and the basis for processing your data is provided in the Company Privacy Policy available from our website. You have the right to object to the processing of your data at any time to do this please send your request in writing to:

Murray Rogers
Data Protection Officer
739 South Street
Glasgow
G14 0BX

Email: m.rogers@westcoastmotors.co.uk

