

## PRIVACY NOTICE – JOB APPLICANTS

**This notice explains to you what information we will collect and hold about you and what we will do with it. It also explains your rights and who to contact if you have any questions about this notice.**

### 1. Who is the data controller?

“**The Company**”, being the GKN Automotive company which receives your personal data for the purposes of your application is the controller of the personal data supplied by you. GKN Automotive Limited will also be a controller if you supplied your personal data on the careers section of the gknautomotive.com website. The Company is part of “**GKN Automotive**” which in this notice means the Company and those Affiliates of the Company which together form the GKN Automotive business, however named or constituted from time to time. In this notice an “**Affiliate**” means a company which directly or indirectly controls, is controlled by or is under common control with, the Company.

### 2. What personal data do we collect and how?

You may provide us with information that we need as your potential employer, to assess your suitability for a role, to run our business efficiently, to comply with legal and regulatory obligations and to liaise with regulatory or governmental authorities. We may also receive information as a result of background or screening checks, from your current employer or previous employers or from regulatory or governmental authorities.

This information may include your CV or resume, your employment history and qualifications, and any information you provide in our application form including your name, address, telephone numbers, e-mail addresses, date of birth and gender. It may also include information you provided us with during any interview or assessment process.

### 3. What will we do with your personal data?

We collect and maintain personal data relating to you for the following purposes:

- Business necessity: including job title and contact details.
- Assess, consider and process any application you may make for any role or opportunity within GKN Automotive, whether through the website or other methods.
- Contact you regarding other job vacancies or opportunities that arise within GKN Automotive that we think may interest you.
- Monitor the overall level of interest in job vacancies and opportunities and to carry out analysis on these.

We have a legitimate interest in processing your personal data in order to run our business efficiently and comply with legal and regulatory obligations.

Where we process your personal data only on the basis of our legitimate interest, you have the right to object to our use of your personal data. However, we do not have to stop processing personal data where we have compelling grounds that override your interests, or where we need to process your data in order to establish, exercise or defend legal claims. If you have any objections please contact the hiring team noted below.

We may also process your data to prepare for a potential contract with you, or because we have a legal obligation to do so and where these grounds apply, there is no right to object.

**4. What are our obligations to collect and your obligations to provide personal data?**

We have a statutory obligation to collect and process certain information about you, for example, to determine your right to work in a particular country. You are not generally obliged to give us information about yourself, but in some cases we may not be able to continue with your application if you do not provide information that we request.

**5. Will we share your personal data with someone else?**

Your personal data may be shared with other companies in GKN Automotive, for example, the recruiting company for the job role for which you apply or other Affiliates that have other vacancies that may be of interest to you. Your personal data may also be transferred to professional advisors or other third parties who are used by us to assist us in the recruitment process or where we are legally obliged to disclose your personal data.

These may be located in countries that are not deemed to provide a similar level of protection for individuals' rights in relation to their personal data as in the European Economic Area (EEA).

If your personal data is transferred to another Affiliate or to an external service provider that processes data on our behalf in such a country, your information will be covered by a data transfer agreement in a form approved by the European Commission. Further information is available from the hiring team as noted below.

**6. For how long we will process your personal data?**

We will process your personal data until you inform us that you are no longer interested in applying for a position with GKN Automotive. We will retain your personal data after that for a period in case you decide to apply for another role or one we believe may be of interest to you arises, or for as long as necessary in case there is a legal claim that you may have against GKN Automotive. This period will be determined by local regulatory requirements and is set out in local retention periods that are set by the recruiting company. Further information is available on request from the hiring team as noted below.

**7. What rights do you have in relation to your personal data?**

You have a number of rights in relation to your personal data. These include the right, subject to exceptions, to:

- access your personal data
- request the rectification or erasure of your personal data
- request restrictions on the processing of your personal data
- object to our processing of your personal data

Please contact us (details below) if you wish to exercise any of these rights.

You also have the right in some circumstances to receive a copy of your personal data in a portable format e.g. Microsoft Excel. This right is limited to personal data that you have provided to us and is processed on the basis of your consent or to prepare for a contract with you. It does not cover personal data that we process on other grounds.

Please contact us (details below) to request a portable copy of the data that you have provided.

**8. What if we have obtained your consent to use your personal data?**

As previously noted, we process your personal data for our legitimate interests, to prepare for a potential contract with you, or to comply with a legal obligation.

If we obtain your consent for any use of your personal data (which is likely to be for a purpose that is not described above) we will give you further information in the consent form on how to withdraw consent.

**9. What to do if you have any queries?**

The General Counsel  
GKN Automotive  
2100 The Crescent  
Birmingham Business Park  
Birmingham  
West Midlands  
B37 7YE  
United Kingdom

You also have the right to complain to The Information Commissioner's Office. You can do this by contacting 01625 545 745.