



JOB APPLICANTS' PRIVACY NOTICE

Thank you for your interest in our company!

We, Biscuit International UK Ltd, with registered office at 259 Dukesway, Team Valley Trading Estate, Gateshead, Tyne and Wear, NE11 0PZ, registered with the trade register under the number 04352824 attach the utmost importance and care to the protection of personal data.

The purpose of this privacy notice is to describe the processing of personal data involved in our recruitment process. We may change the terms of this notice, among other things, to comply with regulatory requirements or if new processing of personal data is implemented. In this case, we will inform you.

1 WHO IS THE DATA CONTROLLER?

We are responsible for the processing of your personal data in the context of our recruitment process and therefore for its compliance with the applicable data protection regulation.

2 WHO IS YOUR POINT OF CONTACT FOR PERSONAL DATA REQUESTS?

We have a data protection team that independently ensures that processing complies with the applicable regulations.

If you have any questions, requests, or complaints, please contact us by using the form available here: <https://www.biscuitinternational.com/privacy-policy>.

We undertake to do our utmost to respect your rights. However, if after contacting us you feel that your rights have not been respected, you may submit a complaint to the Information Commissioner's Office (ICO), Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF, or via their website at <https://www.ico.org.uk>.

3 WHAT TYPE OF PROCESSING ACTIVITIES ARE CONDUCTED?

3.1 How do we collect your personal data?

The personal data we process is either:

- **Collected directly from you during the recruitment process**, for example through your application (e.g., first name, last name, email address, telephone

- number, resume and its content, your availability dates, your salary expectations, etc.), as part of the interviews (e.g., objective notes regarding our discussion), etc.
- **Indirectly through third-party sources, for instance:**
 - **Our partner recruitment agencies:** These agencies will preselect candidates based on our needs, contact you, and, if you agree, share your names, first names, email addresses, and resumes with us so that we can reach out to you.
 - **Our employees:** Our employees may suggest potential candidates and thus provide us with your names, first names, and email addresses so that we can contact you and offer you the opportunity to apply for our various job openings.
 - **Social media:** Our teams may search for profiles on social media platforms based on our needs. When a profile is targeted, our teams will contact you directly on the relevant platform and, if you are interested, start the application process.

Please note: When our offers allow you to upload any document or write in a free text field, please be careful not to share documents or information unrelated to your application or unnecessary to support it (e.g., health data, medical certificates, anecdotes unrelated to the position, etc.). Therefore, please review the documents you upload and the data you provide before submitting your application.

3.2 Do you have to provide your personal data?

For certain processing operations, the provision of personal data is mandatory; failing which, for example, the recruitment process will not be followed up. This obligation to provide does not affect the possibility of exercising your rights described below. When the provision of your personal data is optional, you will be specifically informed.

3.3 For what purposes and on what legal basis is your personal data processed?

We process your personal data on the basis of our legitimate interests in recruiting suitable candidates, to take steps prior to entering into a contract, and to comply with legal obligations (for example, right-to-work checks). Where required by law, we may process special category or criminal records data subject to appropriate safeguards.

4 FOR HOW LONG DO WE KEEP YOUR PERSONAL DATA?

Your personal data will be retained no longer than necessary for the purposes for which it is processed, specifically data related to your application (name, first name, email address, resume, cover letter, interview notes, etc.) will be retained throughout the recruitment process. Afterward:

- If hired: The data will either be reused and retained for employee management purposes, deleted, or archived in compliance with our Employee Privacy Notice.
- If the application is rejected: we will retain your data for up to 2 years after our last contact to potentially recontact you for new opportunities.

This retention period allows us to consider candidates for future suitable opportunities and to address any queries or challenges arising from the recruitment process.

5 WHO CAN HAVE ACCESS TO YOUR PERSONAL DATA?

Your personal data is accessible to our staff who need to know it as part of their duties, specifically authorized personnel within the HR department, managers involved in the job offer and individuals conducting interviews with you.

It may also be accessible by or transferred to certain third parties:

- **Our service providers for the purposes of their services** (e.g., software publishers, hosting providers, maintenance, security providers, etc.). They only have access to data that is strictly necessary for the provision of their services and process your data on our behalf and in accordance with our instructions on the basis of specific agreements.
- **Any third party, purchaser, assignee, actual or proposed successor**, in the context of a restructuring that would acquire all or part of our organisation or merge with it, including at the negotiation stage. These third parties act as independent data controllers.
- **Any authority, jurisdiction, or other third party** when such communication is required by law, regulation, or court decision, or when this communication is necessary to ensure the protection and defense of our rights. These third parties act as independent data controllers.

Apart from these cases, your personal data will not be transferred or made accessible to any third party unless permitted or required by law.

6 DO OUR PROCESSING ACTIVITIES INVOLVE TRANSFERS OUTSIDE THE EUROPEAN UNION?

We may use certain service providers located outside the EU or whose parent company is located outside the EU or who themselves use service providers located outside the EU.

In this case, we ensure that these transfers are regulated in accordance with the Applicable Regulations. They are either based on an adequacy regulations issued by the UK Government, or appropriate safeguards such as the UK International Data Transfer Agreement or Standard Contractual Clauses, or are carried out subject to appropriate contractual guarantees (in particular the signing of the Standard Contractual Clauses published by the European Commission).

7 HOW DO WE SECURE YOUR PERSONAL DATA?

We take all necessary technical and organisational measures to ensure the security and confidentiality of your personal data in order to avoid, as far as possible, any loss, alteration, accidental destruction, misuse or unauthorised access.

We also require our staff and all contractors, including our subcontractors, through written commitments, to comply with strict safety standards.

8 WHAT ARE YOUR RIGHTS AND HOW CAN YOU EXERCISE THEM?

In accordance with the applicable regulations, you have the following rights.

Right to withdraw consent

Please note that, in the recruitment context, we generally do not rely on consent as the lawful basis for processing personal data.

Where the processing of your personal data is based on your consent, you have the right to withdraw it at any time and without justification. This does not affect the lawfulness of the processing carried out prior to its withdrawal.

Right of access

You have the right to obtain confirmation that we are processing your personal data and, where appropriate, to have access to it or receive a copy of it. You also have the right to obtain any relevant information on how it is processed.

Right of rectification

You have the right to obtain the rectification of inaccurate or incomplete personal data.

Right to erasure

You have the right to obtain the deletion of your personal data under certain conditions.

Want to know more? *This right can only be exercised in specific cases: (a) if you withdraw your consent to processing activities based on your consent; (b) if you object to the processing activities; (c) if your data has been processed unlawfully; (d) if your data is no longer necessary for the purposes for which it was collected; (e) if your data must be deleted to comply with a legal obligation to which we are subject. However, we are not obliged to do so, for example, if the processing is necessary for the exercise of the right to freedom of expression and information, for compliance with a legal obligation, for statistical purposes, or for the establishment, exercise or defence of legal claims, or if we have a legitimate reason for doing so.*

Right of limitation

You have the right to obtain restriction of processing under certain conditions. We will therefore be allowed to keep them but not to process them.

Want to know more? *For example, if you dispute the accuracy of the data we use or object to your data being processed, the law allows us to verify or examine your request. During this period, you may ask us to stop using your data. Likewise, you can ask us directly to restrict the processing of certain data if we wish to delete it. This will allow you to keep the data, for example, to exercise a right. However, we may continue to use your personal data, despite your request, if you have given us your consent, or if it is necessary for us to establish, exercise or defend our legal rights, or to protect the rights of another person, or for important reasons of public interest.*

Right to portability

Under certain conditions, you have the right to receive your personal data in a structured, commonly used and machine-readable format and have the right to ask us to transfer it to another data controller of your choice.

Want to know more? *This right can only be exercised when the processing of your personal data is based on your consent or on a contract and is carried out by automated means.*

Right to object

Finally, you have the right to object to the processing of your personal data:

- On grounds relating to your particular situation, where such processing is based on our legitimate interests. If you object, we must stop processing your data, unless we can demonstrate compelling legitimate grounds for continuing to do so or unless it is necessary for the establishment, exercise or defence of legal claims.
- For any reason whatsoever, when the processing carried out is for marketing purposes.

9 How can you exercise your rights?

You can exercise your rights by filling out the request form available here: <https://www.biscuitinternational.com/privacy-policy>.

We have one month to respond to your request. This period may be extended by two months depending on the complexity and number of requests we receive. If this is the case, we will inform you within one month of this required extension and its reasons. If there is reasonable doubt about your identity, we may ask you for additional information or proof of identity.