

BEESWAX DYSON FARMING LIMITED

CANDIDATE PRIVACY NOTICE

HR

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1. Introduction

At Beeswax Dyson Farming we are committed to ensuring that your personal information is protected and not misused.

This privacy notice explains what personal information we collect, why we collect it, how we use it, the controls you have over your personal information and the procedures that we have in place to protect your personal information. This privacy notice applies to **all applicants** for all roles (whether **permanent or temporary employees, contractors, agency staff or consultants** ("Beeswax People") across all of Beeswax Dyson Farming's enterprises.

We take responsibility for the personal information we collect about you, and we aim to be transparent about how we handle it, and give you control over it. **Please read this privacy notice carefully to understand how we handle your personal information.**

In this privacy notice, when we refer to "Beeswax Dyson Farming", "us", "we" or "our", we mean Beeswax Dyson Farming Ltd or the Weybourne group companies that are responsible for any personal information collected about you; that will predominantly be Beeswax Dyson Farming, although some activities may be undertaken by another group company on its behalf. In this privacy notice, we refer to all Weybourne group companies as the "Weybourne Group".

This privacy notice is owned and implemented by the HR department. If you have any questions, comments or concerns about any aspect of this notice or how Beeswax Dyson Farming handles your personal information, please email our HR Team on enquiries@beeswaxdyson.com.

2. Privacy principles

Privacy policies can be complicated. We have tried to make ours as clear and as accessible as possible. To help, we have also summarised how we handle your personal information at Beeswax Dyson Farming in our privacy principles below. These principles demonstrate our commitment to protecting your privacy and handling your personal information in the right way and as you would expect it to be handled. They apply to our handling of all Beeswax Dyson Farming's People's personal information (including our employees) and our customers' personal information.

At Beeswax Dyson Farming we:

- Will only ask for or collect the personal information we need.



- Give you control over the personal information we hold about you.
- Make sure your personal information is always secure and protected.
- Are fair and transparent about how we use the personal information we hold.
- Only ever use your personal information for the purpose that you trusted us to use it for.
- Will never sell your personal information and only share it as outlined in Beeswax Dyson Farming's Privacy Notice or when you ask us to.
- Respect your choices and will inform you if there are important changes that affect your personal information or how we use it.
- Take responsibility for the personal information that we hold about you.

3. What Personal Information do we collect?

We are not interested in collecting every personal detail about you. The main reasons for collecting your personal information are to enable and facilitate your work with Beeswax Dyson Farming, and to comply with our own legal obligations (particularly as your employer).

To guarantee your privacy and the protection of your personal information, we define personal information as any information that could be used to identify you or another individual.

We collect personal information from you in a number of different ways; you may share that information with us directly, or we may collect it using other means (for example, from third party sources). In this section, we explain the different ways we collect personal information from you and some ways in which that information will be used. For more detail on how we use your personal information, please see the section titled "How do we use your personal information?".

Information you share with us

To apply for a role at Beeswax Dyson Farming through the Beeswax Dyson Farming Website, we require you to provide us with a CV. We collect personal information that you share with us when you interact with us through the Beeswax Dyson Farming Website, by email, phone or otherwise.

You may provide information to us when you apply for a role at Beeswax Dyson Farming, contact us about an opportunity to work at Beeswax Dyson Farming, provide us with a CV or Resume or provide video answers to interview questions.

Through these interactions you may share with us:



- your name,
- your address,
- your email address,
- your contact number,
- your career history (usually in the form of a CV), and
- any other personal information you include in your interactions with Beeswax Dyson Farming.

We may also ask for additional information to assist us with our recruitment process and in the event you are offered a job.

You may also share details of other people with us; for example, if somebody else referred the job to you (someone you know at Beeswax Dyson Farming or otherwise). In those circumstances, you will need to check with that person that they are happy for you to share their personal information with us, and for us to use it in accordance with this Candidate Privacy Notice.

Information we collect using other means

We also collect some personal information using other means.

We will collect personal information about you from other sources; namely, your previous employer(s), your referees, recruitment agencies and from providers of services that allow us to verify the details that you provide to us (for example, when we undertake criminal records or identification checks). We collect as little personal information as possible during the recruitment processes; if you are successful, then we will undertake more detailed pre-employment screening and vetting. We may ask you to provide documents at the interview stage to enable us to start the vetting process should you be successful. We would only start the vetting process once you have signed the contract and resigned from your previous role. If you are unsuccessful your documents would be deleted when we let you know that you have been unsuccessful.

4. Social media

You may use social media to discover a career opportunity or contact us about a career at Beeswax Dyson Farming. We also use social media (such as LinkedIn), job boards and online sites to find and contact potential candidates for roles at Beeswax Dyson Farming (thereby collecting some personal information about potential candidates from those sites).



If you use social media (such as Facebook, Twitter or LinkedIn) and make your profile(s) visible to the public, we may review your social media profile(s).

Social media sites, job boards and similar online sites may have their own privacy policies explaining how they use and share your personal information. You should carefully review those privacy policies before you use these sites to make sure that you are happy with how your personal information is being collected and shared.

5. How do we use your personal information?

We use your personal information in the following ways

- To facilitate any application you make to Beeswax Dyson Farming,
- If you have asked us to keep you informed of other opportunities at Beeswax Dyson Farming, we may periodically contact you to tell you about these for up to 12 months,
- To respond to your queries and requests,
- To communicate with you,
- To provide you with updates about your Beeswax Dyson Farming application,
- To provide updates to you about any changes to Beeswax Dyson Farming's policies, terms and conditions and any other matters which we may need to tell you,
- To carry out administration tasks within the Weybourne Group,
- To promote and monitor equal opportunities within Beeswax Dyson Farming,
- To carry out vetting of staff members (where required); this might involve our collection and use of sensitive personal information including information obtained from criminal background checks about offences or alleged offences and information relating to any proceedings for offences committed or allegedly committed,
- To establish, exercise or defend our (or a third party's) legal rights,
- To protect the rights, property or safety of Beeswax Dyson Farming, our employees, customers, suppliers or other persons,
- To assist in any disputes, claims or investigations relating to your application,
- To comply with our legal, regulatory and professional obligations,
- Otherwise for the lawful operation of our business.

Data protection and privacy laws in the UK require us to have what's called a "legal basis" or "lawful ground" for handling personal information. Broadly, that means that we have to have a legal justification for handling your personal information.



We have concluded that our "legal bases" for handling your personal information for the purposes set out in this Candidate Privacy Notice are as follows:

- our use of your personal information is necessary prior to entering into a contract with you (that is prior to offering you a job with Beeswax Dyson Farming),
- our use of your personal information is necessary for complying with our legal obligations, or
- where our use of your personal information is neither necessary to take steps to enter into a contract with you, or to comply with our legal obligations, that use is necessary for the purposes of our legitimate interests or the legitimate interests of a third party (for example, to maintain adequate applicant records).

However, in some cases, we may ask for, or rely on, your consent to use certain types of personal data. In those cases, your consent will be our legal basis for processing your personal data.

Where we collect and handle sensitive personal information (for example, racial or ethnic origin, or criminal records information), then we will only handle that information:

- where the law permits us to do so, to comply with our legal obligations or to exercise specific legal rights (particularly as your employer), or
- where you have given us your consent – this includes where you have voluntarily provided us with information that we have marked as optional (such as, when you complete our diversity questionnaire).

If we have asked for your consent to collect and handle certain types of personal information, you may withdraw your consent at any time, by contacting Beeswax Dyson Farming's HR department on enquiries@beeswaxdyson.com.

6. Beeswax Dyson Farming contact promise

If you have asked us to, we will keep you informed of other opportunities at Beeswax Dyson Farming for up to 12 months. We would usually do this by e-mail and by phone.

Ultimately, we want to make sure you're happy with the communications you receive from us. We give you the option to stop receiving communications about other opportunities at any time. You can let us know if you no longer want to hear from us by:

- sending an email to us at enquiries@beeswaxdyson.com



7. What personal information does Beeswax Dyson Farming share with third parties?

Most importantly, we never sell your personal information to anyone and only share it as outlined in this Candidate Privacy Notice or when you ask us to.

Sharing within the Weybourne Group and within the Dyson group of companies

Most of Beeswax Dyson Farming's processes, procedures and systems are shared across the Weybourne Group and with the Dyson group of companies, which means that we need to share your personal information between us when using it in the ways described above (in the section titled "How do we use your personal information?").

We share your personal information within the Weybourne Group and within the Dyson group of companies:

- where it is in our legitimate interests to do so for internal administrative purposes, corporate strategy, auditing and monitoring and research and development,
- where certain group companies provide services to other group companies.

Access to your personal information is limited to those employees (or other personnel) who need to know it to carry out their role, and may include your line managers, as well as employees in our HR, information technology and finance departments. Those personnel will be required to complete mandatory training relating to the handling of personal information, and will be monitored to ensure that your personal information is not misused.

8. Sharing with third parties

We share your personal information with certain third parties who provide services on our behalf. They only have access to the personal information they need to perform those services. They are required to keep your personal information confidential and may not use it other than as we ask them to.

- The third parties who provide services on our behalf fall into the following categories:
- Third parties that help us with psychometric ability testing, video interviews, reference checking if your application is successful, audit services, administrative services, IT technologies (e.g. data storage), security services and insurance claims,
- Third parties that help us with pre-employment checks and vetting of staff members (if your application is successful),



- Third parties that assist us with listing our jobs, to reach people who may be interested in Beeswax Dyson Farming opportunities,
- Third parties that assist us to understand how our website works, by setting cookies on our website;
- Social media platforms who serve our job listings on their platforms;
- Our HR systems provider.

We will also share your personal information with third parties:

- if we are required to do so by law, including in response to a legal process, such as a court order, or to comply with other local law (for example, in these circumstances, we may share personal information with professional bodies, tax authorities, Courts, the Police and other governmental authorities),
- where it is in our legitimate interests to do so to run, grow and develop our business (in particular, to facilitate group company restructuring, to sell any of the Weybourne companies or acquire or merge with other businesses),
- to respond to any claims, to protect our rights or the rights of a third party, to protect the safety of any person or to prevent any illegal activity,
- to protect the rights, property or safety of Beeswax Dyson Farming, our employees, customers, suppliers or other persons.

If you would like more information on how we share your personal information, please email our HR Team on enquiries@beeswaxdyson.com.

9. How long do we keep your personal information?

We only keep your personal information for as long as we need to, to be able to use it for the reasons given in this Candidate Privacy Notice, and for as long as we are required to keep it by law. Once you have submitted an application to us, we will keep your information in case any other opportunities become available which you might be interested in; we will only keep your information for a limited period and your details will be deleted after 12 months of inactivity on your account.

If you are unsuccessful and you would like us to delete your personal information sooner, you can contact the HR team on enquiries@beeswaxdyson.com – in those circumstances, we will retain your personal information for 3 months from the date on which we fill the position that you had applied for; we will then delete it.



10. Your controls and choices

Where possible, we give you control over the personal information we collect about you.

You also have certain rights in relation to the personal information that we hold about you. In particular, you have the right to access, update and amend personal information that we hold about you. If any of the information that you have provided to Beeswax Dyson Farming changes, for example if you change your e-mail address, name or postal address, you can update, amend or remove information by submitting a request to enquiries@beeswaxdyson.com.

In certain circumstances, you can also:

- Object to our use of your personal information for certain purposes,
- Ask us to limit or restrict our use of your personal information,
- Ask us to correct, remove or delete personal information about you,
- Ask us to provide your personal information to a third party provider of services.
- Please note that those rights do not always apply and there are certain exceptions to them.

If you would like to exercise any of your rights in relation to your personal information or if you have any questions on them, please contact Beeswax Dyson Farming's HR department on enquiries@beeswaxdyson.com. Alternatively, the Information Commissioner's Office website sets out further information on individuals' rights: www.ico.org.uk.

11. How do we protect your personal information?

We are committed to protecting your personal information. We use appropriate technical and organisational measures, including encryption, to protect your personal information and privacy, and review those regularly. We protect your personal information using a combination of physical and IT security controls, including access controls that restrict and manage the way in which your personal information and data is processed, managed and handled.

Where we have given you (or where you have chosen) a password which enables you to access any portal or account, you are responsible for keeping this password confidential. We ask you not to share your password(s) with anyone.

In the unlikely event that we do suffer a security breach which compromises our protection of your personal information and we need to let you know about it, we will do so.



12. Data transfers, storage, and the global handling of your personal information

We, and those third parties that we share your personal information with, may host and store that information in the UK, in the European Economic Area (EEA) or elsewhere.

We will make sure that any transfers of your personal information from one country to another comply with those data protection and privacy laws which apply to us.

European data protection laws, in particular, include specific rules on transferring personal information outside the EEA.

When transferring personal information to third parties outside the EEA, we will:

- include the standard contractual clauses approved by the European Commission for transferring personal information outside the EEA into our contracts with those third parties; or
- ensure that the country in which your personal information will be handled has been deemed "adequate" by the European Commission.

In any case, our transfer, storage and handling of your personal information will continue to be governed by this Privacy Notice. If you would like further information about the global handling of your personal information (including to which countries personal information may be sent, and how it is protected), please contact us at enquiries@beeswaxdyson.com.

13. Contact us

If you have any questions, comments or concerns, or would like to make a complaint about how we use the personal information we hold about you, please email the HR department at enquiries@beeswaxdyson.com. We will get back to you as soon as possible.

If, after speaking to us, you are not satisfied with our response, you can contact the ICO at:

The Information Commissioner's Office

Water Lane, Wycliffe House, Wilmslow - Cheshire SK9 5AF

Tel: +44 1625 545 745

E-mail: casework@ico.org.uk; international.team@ico.org.uk

Website: <https://ico.org.uk>



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