



RYDER LIMITED APPLICANT PRIVACY NOTICE

This notice is intended to provide information regarding the use of your personal data by Ryder Limited ("we" "us" "our") for the purposes of the application process. It applies when we contact you for job opportunities or when you apply for a job offered by us, use our recruitment channels, visit our career websites, join our recruitment events, or otherwise interact with us in your capacity as candidate or job applicant.

Please take the time to read this Privacy Notice carefully. It is very important that you fully understand how we are processing your personal data and how we are protecting your privacy. If you have any question regarding our use of your personal data, you can contact the Data Protection Coordinator at Ryder Ltd, 2610 The Crescent, Birmingham Business Park, Solihull, West Midlands B37 7YE email: gdpr@ryder.com.

1. WHO COLLECTS THE INFORMATION

Ryder Limited is the 'data controller' of this processing activity. This information may also be obtained by our third party recruitment process outsourced company and so, in this notice, references to 'we' or 'us' mean the Company and our recruitment partners.

2. LEGAL BASIS AND PURPOSE FOR PROCESSING

The legal basis for our use of your personal data will generally be one or more of the following:

- for the legitimate interests of processing your job application;
- we need to process your personal data in order to comply with a legal obligation (e.g. our obligation to check that you are eligible to work in the United Kingdom); or
- your consent (where relevant).

We will use your personal data for the purposes of processing your application, and complying with our legal obligations in connection with that.

3. WITH WHOM WE MAY SHARE INFORMATION

We may need to share some of the below categories of personal information with other parties, such as recruitment agencies, providers of profiling and psychometric tests and IT service providers.

Our recruitment website portal/and applicant tracking system is operated and hosted by a third party service provider. We may use analytics and search engine providers to assist us in the improvement and optimisation of our site.

4. WHAT INFORMATION DO WE COLLECT?

We may collect the following information up to and including the shortlisting stage of the recruitment process:

- Your name and contact details (i.e. address, home and mobile phone numbers, email address);
- Your curriculum vitae / resume and covering letter;
- Details of your qualifications, experience, employment history (including job titles and salary);



- Any information you provide to us before interview such as for profiling, psychometric tests, and during an interview and/or assessment centre.
- Type of employment sought, desired salary, willingness to relocate, or other job preferences.
- Details of your referees;
- Your IP address if you access our recruitment website.
- Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information.

You can choose what types of information, if any, to submit. Submitting your application information is voluntary. However, if you choose not to submit your application information, our ability to consider you as a candidate may be limited. If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully.

5. SPECIAL CATEGORIES OF DATA - SENSITIVE PERSONAL INFORMATION

We may use your particularly sensitive personal information in the following ways:

- We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, to ensure meaningful equal opportunity monitoring and reporting;
- We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process or if you are subsequently offered employment with us.

6. HOW DO WE COLLECT THIS INFORMATION

Personal data directly from you: As a general rule, we collect Personal Data directly from you (electronically, in writing, or verbally).

Personal data that we generate: We may also generate Personal Data relating to you in the course of the employment process, including notes of interviews. Information is also generated automatically when you use our recruitment website/portal and applicant tracking system.

Personal data from third parties: We may also receive Personal Data from third parties who provide services to us. For example, if you are applying to us through a third party recruiting firm, we will receive personal details and information on your experience and qualifications from them. Where permitted, or otherwise authorised by law, information received from third parties may include the results of background and reference checks.

7. WHERE INFORMATION MAY BE HELD

Information may be held at our offices, and third party agencies, service providers, representatives and agents as described above.

8. HOW LONG WE KEEP YOUR INFORMATION

We will retain the personal information of unsuccessful candidates for a period of six months from the date we communicated to them our decision not to appoint them/take their application forward.



If the application has come through our recruitment website, which is hosted by a third party, the candidate account will be deleted after 13 months of inactivity. Candidate activity includes logging in or applying for vacancies. A deleted candidate will no longer be searchable in the candidate database or sent any emails from the system. If the candidate re-registers a new account will be created. If deleted any applications made by the candidate will also be deleted.

We will ask for your consent to retain your details for a longer period should we want you to form part of our talent pool. We will contact you annually to remind you we are holding your data and ask to renew your consent.

We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy personal information in accordance with our data retention policy and applicable laws and regulations.

If your application is successful, we will keep only the recruitment information that is necessary in relation to your employment in accordance with our employment privacy notice.

9. WILL YOUR INFORMATION BE TRANSFERRED OUTSIDE THE EU/EEA?

Your data will not be transferred outside the EU/EEA.

10. INFORMATION ABOUT CRIMINAL CONVICTIONS

We will collect information about your criminal convictions history if we would like to offer you the role or work (conditional on checks and any other conditions, such as references, being satisfactory) in order to determine that there is nothing in your criminal convictions history which makes you unsuitable for the role.

11. AUTOMATED DECISION-MAKING

We do not envisage that any decisions will be taken about you using automated means, however we will notify you in writing if this changes. You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making, unless we have a lawful basis for doing so and we have notified you. Currently, no such decisions are made on a solely automated basis.

12. COOKIES

The systems on which applicant data is processed use cookies. You can set your browser to refuse all cookies, or to alert you when cookies are set. If you disable or refuse cookies, please note that some parts of the site/portal may not function properly.

13. YOUR RIGHTS WITH RESPECT TO YOUR PERSONAL INFORMATION

In relation to the processing of your information by the Company, you have the following rights:

- To withdraw your consent at any time. Please keep in mind that withdrawing your consent does not have retroactive effect. This means that the withdrawal does not affect the lawfulness of past processing based on consent before its withdrawal. The Company is therefore not required to undo this past processing following the withdrawal of your consent.



- To request access to your personal information. This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- To request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- To request erasure of your personal information, in certain circumstances. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to withdraw consent (see above).
- To request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or avoid the erasure of the personal data.
- To request the transfer of your personal information to another party, i.e. the right to data portability in certain circumstances, where you have the right to receive your personal data in a structured, commonly used and machine-readable format and have the right to transmit that data to another controller without hindrance from us.
- The right to complain to the relevant supervisory authority. This is the Information Commissioner's Office ("ICO") (www.ico.org.uk) (Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF). We would, however, appreciate the chance to deal with your concerns before you approach the ICO, so please contact us if you have a concern.

14. DATA PROTECTION COORDINATOR

We have appointed a Data Protection Coordinator to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the Data Protection Coordinator.

15. UPDATES

We may update this notice periodically. Where we do this, we will inform you of the changes and the date on which the changes take effect.