

Nomad Foods

Job Applicants Privacy Notice

THE PURPOSE OF THIS DOCUMENT

This privacy notice applies to job applicants in the UK and Ireland.

Open positions are advertised by the relevant Nomad Foods company which is a “data controller” in respect of the personal information that we receive from you. This means that we are responsible for deciding how we hold and use personal information about you when you are applying for work for us (whether as an existing employee, external applicant or contractor).

This privacy notice makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment process, and how long it will usually be retained for. It provides you with certain information that must be provided under the General Data Protection Regulation ((EU) 2016/679) (GDPR).

DATA PROTECTION PRINCIPLES

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

THE KIND OF INFORMATION WE HOLD ABOUT YOU

In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you:

- The information you have provided to us in your CV and covering letter.
- The information you have provided on our application form, including name, title, address, telephone number, personal email address, date of birth, gender, employment history and qualifications.
- Any information you provide to us during an interview.
- Any results of personality tests or other tests that we ask you to undertake, as applicable.

We may also collect, store and use the following types of more sensitive personal information:

- Information about your race or ethnicity, religious beliefs and sexual orientation.
- Information about your health, including any medical condition.
- Information about whether or not you have committed any criminal offences.

HOW IS YOUR PERSONAL INFORMATION COLLECTED

We collect personal information about candidates from the following sources:

- You, the candidate.
- Recruitment agencies.
- Background check providers.
- Your named referees.

HOW WE WILL USE INFORMATION ABOUT YOU

We will use the personal information we collect about you to:

- Assess your skills, qualifications, and suitability for a role.
- Communicate with you about the recruitment process.
- Carry out background and reference checks, where applicable.
- Keep records related to our hiring processes.
- Comply with legal or regulatory requirements.

It is in our legitimate interests to use such personal information about you in order to decide whether to appoint you to a role.

If you fail to provide personal information

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 take your application any further, for example, if we require references for a role and you fail to provide us with relevant details.

HOW WE USE PARTICULARLY SENSITIVE PERSONAL INFORMATION

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

- We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need

to be made during a test or interview.

- We will use information about your race or national or ethnic origin, religious beliefs, or your sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.

AUTOMATED DECISION-MAKING

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

DATA SHARING

Why might you share my personal information with third parties?

We will only share your personal information with the following third parties for the purposes of processing your application: iCIMS Inc. (the IT provider of our careers portal), certain background check providers (as applicable), Nomad Foods Europe Limited and other entities within the Nomad Foods group of companies. All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

DATA SECURITY

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

DATA RETENTION

How long will you use my information for?

If we have not appointed you to a role, we will retain your personal information for a period of up to 1 year after we have concluded our recruiting process for a role or after your speculative application. 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 process in a fair and transparent way. After this period, we will securely destroy your personal information.

If we do appoint you to a role, we will retain your personal information in accordance with our Records

Retention Policy.

If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis.

RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION

Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **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.
- **Request erasure** of your personal information. 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 object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.
- **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 the reason for processing it.

If you want to exercise any of the rights above, please contact recruitment.bedfont@iglo.com.

You also have the right to make a complaint about how we handle your personal information at any time to the Information Commissioner’s Office (ICO), the UK supervisory authority for data protection issues. However, we would appreciate if you contact us in the first instance regarding any issues or concerns.

RIGHT TO WITHDRAW CONSENT

When you apply for a role, you provide consent to us processing your personal information for the purposes of the recruitment process. You have the right to withdraw your consent for processing for that purpose at any time. To withdraw your consent, please contact recruitment.bedfont@iglo.com. Once we have received notification that you have withdrawn your consent, we will no longer process your application and we will dispose of your personal data securely in accordance with our data retention procedure outlined above.

CHANGES TO THIS PRIVACY NOTICE

This Privacy Notice may be revised from time to time at our sole discretion. Any change will be applicable at the time of posting on our website / talent acquisition portal.

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