

## FACTSHEET - HOW DO WE USE YOUR PERSONAL DATA?

Data Protection Law places several obligations on us when processing your personal data, one of which, is to explain to you exactly what we do with your information.

This document gives you a high-level overview of how we process your personal data and should be read in conjunction with our more detailed Greencore Fair Processing Notice.

### How do we use your personal data?

#### Recruitment and selection process

We collect your personal data as part of our recruitment process. This data is held for when you start your employment with us. We also use this data for monitoring equal opportunities in our recruitment and selection process and to review how we advertise our job opportunities. If an individual is not successful in securing a role with us, their personal data is not retained beyond 12 months unless they consent to a longer period (such as through our recruitment website). Where a person is then employed with us, their recruitment information will be held on their personnel file (see Employment).

#### Employment

Once you start your employment with us, we process your personal data in connection with your contract of employment. This data will be held electronically on our secure HR and payroll systems. We may also hold paper-based records as appropriate, for example, copies of any training certificates.

#### Statistical analysis

Your personal data may be used for statistical analysis for us to understand issues around the employment of colleagues and for monitoring topics, such as:

- Inclusion and diversity
- Attendance

For this, we will use current data and historical data for comparison purposes. Reports on this analysis will be made anonymous before sharing with the wider business.

#### Education and training

We may process personal data relating to your qualifications when you join us and any education and training you receive whilst you are employed at Greencore. Your personal data may be used to review the effectiveness of training and education we provide to our colleagues.

#### Occupational health

Where appropriate, we will process information relating to your health for occupational health purposes, to ensure that you are fit for work and to provide assistance to you if needed or requested. In addition, we may carry out COVID-19 testing, temperature testing and process data relating to test results, contact tracing and vaccination status to assist with our obligations to protect everyone's health and safety whilst at work and in the wider community.

## Who might we share your personal data with?

We may share personal data with:

- Contractors who provide services on our behalf (for example, external training providers, medical professionals, pension providers, our online payslip provider, and our benefits provider - My Core Benefits).
- Government organisations where we need to by law (for example, with HMRC for tax purposes and share COVID-19 test results with Public Health England and the NHS Track and Trace service) or on request (for example, with the Health and Safety Executive in the event of an accident or with the police in connection with their investigations).
- Relevant Authorities/Stakeholders where we have concerns around Modern Slavery to help to protect potential victims.

Under no circumstances will we share your personal data with any third party without there being a legal basis for doing so.

## How long do we keep your personal data?

When you leave the company, your HR file will be kept for up to seven years. We may need to keep other personal data for longer, for example, we may be legally required to keep occupational health records for up to 50 years. More details on the length of time for which we may retain personal data is outlined in our Data Retention Schedule.

## What legal rights do you have?

Data Protection Law gives you several rights in connection with your personal data, subject to certain exemptions or restrictions. These include the right to:

- ask for access copies of any records we hold about you
- have any information we hold about you corrected
- have any information we hold about you deleted or destroyed
- restrict how information we hold about you can be used or shared
- object to information about you being held
- have any information we hold about you transferred to a third party

There may be times where we cannot fulfil these rights fully due to legal restrictions, for example, we cannot delete your data if we still have a valid purpose for keeping it, but where this is the case, we will explain this to you.

## Further information

For more details around how we use your personal data, please see our intranet at <https://thegreencoreway.com/people-at-the-core/colleague-resources/data-protection/how-do-we-use-colleagues-personal-data/>, or contact your local HR Team or HR Shared Services and ask for an up to date Colleague Fair Processing Notice.

If you have any questions or concerns around how your personal data has been or is being handled, please contact [data.protection@greencore.com](mailto:data.protection@greencore.com).

If you have a concern, and your concern is not handled appropriately, you have the right to lodge a complaint with the relevant Data Protection Regulator who is:

For the UK - Information Commissioner's Office, at [www.ico.org.uk](http://www.ico.org.uk)

For Ireland – Data Protection Commissioner's Office, at [www.dataprotection.ie](http://www.dataprotection.ie)