

Applicant Privacy Notice

Murray (Plymouth) Ltd is committed to protecting and respecting any personal information that you share with us.

The following companies are trading divisions of Murray (Plymouth) Ltd.

Murray Volkswagen Plymouth
Murray Volkswagen Newton Abbot
Murray Skoda Newton Abbot
Murray Skoda Plymouth
Ivybridge Motors
Murray TPS LLP

This statement describes what types of information we collect from you, how it is used by us, how we share it with others, how you can manage the information we hold, how you can contact us and what to do if you are unhappy with the way in which we have collected, shared or used your personal data.

We will never send you unsolicited 'junk' email or communications or share your data with anyone else who might. We do not sell your information to third parties, but we do work closely with selected partners, for example, Volkswagen UK.

The contents of this statement may change from time to time so you may wish to check this page occasionally to ensure you are still happy to share your information with us. Where possible, we will also contact you directly to notify you of these changes.

What information do we collect?

We collect information about you when you engage with our website or when you apply directly for one of our roles. This information may be collected in a variety of ways, via conversation, Curriculum Vitae, online application, through our website or via an external recruitment agency. We only collect information which is necessary, relevant and adequate for the purpose you are providing it for.

The information we collect includes some or all of the following:

1. Name, address and contact details incl. telephone number and e-mail address
2. Educational background, qualifications, skills and employment history
3. Current remuneration, working hours and benefits
4. Details of any reasonable adjustments that need to be made during the recruitment process due to a disability
5. Mandatory information such as your eligibility to work in the UK
6. Voice recordings of calls you make to our business
7. Any information within correspondence you send to us

How do we use this information?

Murray (Plymouth) Ltd will only process information that is necessary for the purpose for which it has been collected. We will never send you unsolicited 'junk' email or communications or share your personal information with anyone else who might.

There are various ways in which we may use or process your personal information. We list these below:

Contractual performance

We may use and process your personal information where this is necessary prior to entering into a contract with you.

Legitimate Interests

We have a legitimate interest in using and processing your personal information as part of, and to keep records of, our recruitment process. Processing this data allows us to assess suitability for employment and manage all applicants appropriately. We may also need to process information to defend against any legal claims.

Special Categories

We may on occasion need to process information in relation to a disability that requires reasonable adjustments to be applied to the recruitment process. This information is processed to allow us to carry out our obligations and exercise specific rights relating to employment.

Legal Obligation

We may process your personal information to comply with our legal requirements (for example to check your eligibility to work in the UK).

Murray (Plymouth) Ltd may keep a record of unsuccessful applicants in case there are any future positions arising for which the candidate would be suitable. You will be asked before records are kept for this purpose and you have the right to withdraw your consent at any time.

How do we share this information?

We do not sell your information to third parties, but we do work closely with Volkswagen and Skoda UK and it may at times be necessary to share your information with them, for example to facilitate an Assessment Centre. Their privacy statements can be found here;

<http://www.volkswagen.co.uk/privacy>

<http://www.skoda.co.uk/privacy-statement/>

We take steps to ensure that any third-party partners who handle your information comply with data protection legislation and protect your information just as we do. We only disclose personal information that is necessary for them to provide the service that they are undertaking on our behalf.

How long do we keep your information for?

We will not hold your personal information in an identifiable format for any longer than is necessary. If you are unsuccessful, the maximum length of time your data will be held is 6 months from the date of your application.

We may ask your permission to hold your personal information for up to 12 months in relation to future positions arising for which you may be suitable. You have the right to withdraw consent at any time.

If you are successful any personal information that we gained during the application process will be transferred to your staff file and be held securely throughout your employment. The length of time we keep data for employee's is different to those stated here and these will be advised upon commencement of employment.

The only exceptions to the periods mentioned above are where:

1. The law requires us to hold your personal information for a longer period, or delete it sooner;
2. Where you have raised a complaint or concern regarding a product or service offered by us, in which case we will retain your information for a period of 6 years following the date of that complaint or query.
3. You exercise your right to have the information erased (where it applies) and we do not need to hold it in connection with any of the reasons permitted or required under the law (see further How can I manage the information we hold about you);

How can I manage the information we hold about you?

You have the right as an individual to access any personal information we hold about you and make corrections if necessary. You also have the right to withdraw any consent you have previously given us and ask us to erase information we hold about you. You can also object to

us using your personal information (where we rely on our business interests to process and use your personal information).

You have a number of rights in relation to your personal information under data protection law. In relation to most rights, we will ask you for information to confirm your identity and, where applicable, to help us search for your personal information. Except in rare cases, we will respond to you within 30 days after we have received any request.

You have the right to:

- 1) Ask for a copy of the information that we hold about you.
- 2) Correct and update your information.
- 3) Withdraw your consent (where we rely on it).
- 4) Object to our use of your information (where we rely on our legitimate interests to use your personal information) provided we do not have any continuing lawful reason to continue to use and process the information. When we do rely on our legitimate interests to use your personal information for direct marketing, we will always comply with your right to object
- 5) Erase your information (or restrict the use of it), provided we do not have any continuing lawful reason to continue to use and process that information

You can exercise the above rights and/or manage your information by contacting us using the details below:

Post: Murray (Plymouth) Ltd, 44 Millbay Road, Plymouth, Devon PL1 3FQ

Email: datapreferences@murrayvolkswagen.co.uk

Phone: 01752 668351

If you are unhappy, you have the right to lodge a complaint The Information Commissioner's Office, the data protection regulator in the UK.

Contact details

Post: Information Commissioner's Office

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

Phone: 0303 123 1113

Email: caseworkico.org.uk.