



## **GREENHOUS GROUP (HOLDINGS) LIMITED RECRUITMENT DATA PROTECTION PRIVACY NOTICE**

This Recruitment Privacy Notice explains how Greenhou Group Holdings Limited (GGH Ltd) and its associated brands and distributors (collectively referred to as "Greenhou", GGH Ltd "we", "us", or "our") collect, use, share, and protect your personal data. It applies to all individuals who interact with us, including when you visit our websites, showrooms, contact us, purchase a vehicle, subscribe to services, apply for finance, or engage with our marketing.

As part of any recruitment process, GGH Ltd collects and processes personal data relating to job applications. GGH Ltd is committed to being transparent about how we collect and use that data to meet our Data Protection obligations.

GGH Ltd is a data controller. This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice. If you have any questions regarding the contents of this Privacy Notice please contact the Recruitment Department: [Recruitment@Greenhou.co.uk](mailto:Recruitment@Greenhou.co.uk)

### **What information do we collect?**

GGH Ltd collects a range of information about you. This includes:

- Your name, address and contact details (including your email address and telephone number).
- Details of your qualifications, skills, experience and employment history.
- Information about your current level of remuneration, including benefit entitlements.
- Whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process.
- Information about your entitlement to work in the UK.
- Contact details for employment references.
- Any other information you voluntarily provide to us with your application.

GGH Ltd may collect this information in a variety of ways. E.g. data may be contained in job application forms, a CV or resumé submitted by you or a third party acting on your behalf (e.g. recruitment agency), LinkedIn, from your passport or other identity documents, from your driving licence or collected through interviews and/or other forms of assessment.

We may also collect personal data about you from third parties e.g. references supplied by former employers or educational institutions.

We will seek information from third parties (e.g. references) only once a job offer to you has been made and accepted by you.

Data will be stored in a variety of different places including on your application record, in Recruitment management systems and on other secure IT systems (including email).

**Why does GGH Ltd process personal data?**

We process your personal data to assess your suitability for employment and to consider your application for a role with GGH Ltd. This may include reviewing your CV, contacting you about the role, and arranging interviews or assessments.

In some circumstances we need to process data to ensure we are complying with our legal obligations (for example, it is mandatory to ensure proof of right to work in the UK before employment can commence).

**Who has access to data?**

Your personal information may be shared internally for the purposes of the recruitment process. This includes HR and recruitment personnel, managers and interviewers involved in the process. Limited access may also be granted to IT staff where necessary to maintain or support the systems used in the recruitment process. IT staff do not access the content of recruitment records unless essential for resolving a technical issue.

We will not share your data with third parties unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers and/or academic bodies to obtain references on you.

We also use trusted third-party service providers to support our recruitment processes, including software providers and IT hosting services. These service providers act on our behalf as data processors and are contractually bound to protect your personal data in accordance with data protection law.

**How will your data be protected?**

GGH Ltd takes the security of your personal data very seriously. We have implemented internal policies, procedures, and access controls designed to protect your data from unauthorised access, misuse, accidental loss, destruction, or disclosure. Access to your data is restricted to staff who need it to perform their duties as part of the recruitment process. Where we use trusted third-party service providers to support our systems, they are contractually required to apply appropriate data protection and security measures in line with data protection law.

**How long will your data be retained?**

If you apply for a role at GGH Ltd and your application is unsuccessful, we are legally required to retain your personal data for a period of six months after the conclusion of the recruitment process, in order to comply with employment and equality legislation.

In certain cases, if we believe you may be suitable for future employment opportunities, we may retain your application in our candidate talent pool beyond this period. You can withdraw your consent and request removal from the candidate pool at any time.

If your application or employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file (electronic and paper based) and retained during your employment. The periods for which your data will be held will be provided to you in a new Employee Privacy Notice.

### **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to GGH Ltd during the recruitment process. However, if you do not provide the required information, we may not be able to process your application properly or at all.

### **Your legal rights**

Under certain circumstances, you have rights under data protection laws in relation to your personal data. Those rights are listed below. Please contact us if you would like to exercise any of them. You have the right to:

- **Be informed** about the collection and use of your personal data and we do this by providing you with this Privacy Notice.
- **Request access to your personal data** (a Data Subject Access Request”). This means you can receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- **Request correction of your personal data:** this enables you to have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the accuracy of the new data you provide to us.
- **Request erasure of your personal data** where it is no longer needed, where it was used unlawfully, where you’ve objected and there’s no overriding reason to keep it, or where we’re legally required to delete it. We may not always be able to erase your data if there’s a valid legal reason to keep it, such as the Equalities Act 2010 and the Employment Tribunals Act 1996.
- **Object to the use of your personal data** if we are relying on legitimate interests and you believe it affects your rights or freedoms. We may still use the data if we can show that we have compelling reasons to continue.
- **Request restriction of processing** for example, if you want us to check its accuracy, if our use is unlawful but you don’t want it deleted, if you need us to keep it for legal claims, or if you’ve objected and we’re considering our response.
- **Request a copy of your data in a portable format**, where we process it by automated means based on your consent or a contract. This right does not usually apply to recruitment data.
- **Withdraw your consent** at any time if we are relying on it to process your data. This won’t affect any processing we carried out before you withdrew consent. Most of the time, we do not rely on consent during recruitment.

### **Exercising your rights**

You will not have to pay a fee to access your personal data (or to exercise any other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure personal data is not disclosed to a person who has no right to receive it. We may also contact you to ask you to clarify your request to speed up our response.

We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests in which case we will keep you updated.

### **Contact details**

If you have any questions about this privacy policy, including any requests to exercise your legal rights, please contact us, using the following details:

Recruitment Manager  
[Recruitment@Greenhous.co.uk](mailto:Recruitment@Greenhous.co.uk)

### **Data Protection Officer**

Our Data Protection Officer is:  
DataCo International UK Limited (Dataguard):  
Suite 1, 7th Floor, 50 Broadway, London SW1H 0BL  
+44 20 3318 17 18  
[www.dataguard.co.uk](http://www.dataguard.co.uk)  
[privacy@dataguard.co.uk](mailto:privacy@dataguard.co.uk)

### **If you are unhappy**

You have the right to make a complaint to the Information Commissioner's Office (ICO):

**Telephone (UK):** 0303 123 1113  
**Email (general enquiries):** [casework@ico.org.uk](mailto:casework@ico.org.uk)  
**Website:** <https://ico.org.uk>

We would, however, like the opportunity to assist you with any concerns before you approach the ICO so please contact us in the first instance at  
[Recruitment@Greenhous.co.uk](mailto:Recruitment@Greenhous.co.uk)