

Zotefoams plc		
INFORMATION SECURITY	Doc Ref	IS024
APPLICANT PRIVACY POLICY	Issue	1
	Rev	0

## ZOTEFOAMS PLC & Zotefoams Poland Sp. Z.o.o

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### Introduction

Welcome to the Zotefoams plc and Zotefoams Poland Sp. Z.o.o (together “Zotefoams”) Applicant Privacy Policy (“this privacy policy”).

Zotefoams respects your privacy and is committed to protecting your personal data. This privacy policy will inform you about how the personal information you submit as a job applicant through the Zotefoams website and other Zotefoams recruiting channels will be handled and protected by Zotefoams. And to tell you about your privacy rights and how the law protects you.

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## 1. Important information and who we are

### Purpose of this privacy policy

This privacy policy aims to give you information on how Zotefoams collects and processes your personal data through your job application process with us, including any data either provided by yourself by email or via our website, or received from a recruitment agency acting on your behalf, which is stored on servers located in Croydon.

This privacy policy is not directed to children and we do not knowingly collect data relating to children in relation to the processing covered by it.

It is important that you read this privacy policy so that you are fully aware of how and why we are using your data.

### Controller

Zotefoams plc is the controller responsible for your personal data (collectively referred to as "Zotefoams", "we", "us" or "our" in this privacy policy).

We have appointed a Data Protection Compliance Manager who is responsible for overseeing questions in relation to this privacy policy. If you have any questions about this privacy policy, please email [talent@zotefoams.com](mailto:talent@zotefoams.com). If you have questions about our privacy practices more generally, including any requests to exercise your legal rights, please contact our Data Protection Compliance Manager using the details set out below.

### Contact details

Name of Data Protection Compliance Manager: Michael Richards.

Full name of legal entity: Zotefoams PLC.

Email address: [mcr@zotefoams.com](mailto:mcr@zotefoams.com)

Postal address: Zotefoams PLC. 675 Mitcham Road, Croydon, CR9 3AL. UNITED KINGDOM.

Telephone number: 020 8664 1600

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues ([www.ico.org.uk](http://www.ico.org.uk)). We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.

### Changes to the privacy policy and your duty to inform us of changes

This privacy policy was last updated in November 2023. We keep our privacy policy under regular review and may amend this privacy policy from time to time to keep it up to date or to comply with legal requirements. You should regularly check this privacy policy on our website for updates.

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

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## 2. The data we collect about you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been completely removed (anonymous data).

We may collect, use, store and transfer different kinds of personal data about you which we have grouped together as follows:

- **Identity Data** comprises first name, unmarried name, last name, username or similar identifier, marital status, title, date of birth and gender.
- **Contact Data** comprises your home postal address, email address and telephone numbers.
- **CV Data** comprises your previous employment details, career history, educational qualifications, hobbies and interests, current salary, referees and other information about yourself.
- **Personality Traits Data** comprises information obtained from assessments and personal profile analyses completed by you during the interview process to allow Zotefoams better to assess whether a candidate's personality is suited to role applied for.
- **Visa Data** comprises information obtains from Passport photo page information; Home Office Share Code; biometrics residence permit; any outstanding application to Home Office; birth certificate or NI number; Visible characteristics on passport photo; any biometric data stored on biometrics residence permit
- **Marketing and Communications Data** comprises your preferences in receiving marketing from us and your communication preferences.

We may collect **Special Categories of Personal Data** about you (this includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health, and genetic and biometric data) which you choose to share with us – for example, information about allergies or information to allow us to make reasonable adjustments for interview purposes.

### If you fail to provide personal data

Where we need to collect personal data by law, or under the terms of a contract we have with you, and you fail to provide that data when requested, we may not be able to perform the contract we have or are trying to enter into with you. In this case, we may have to cancel a product or service you have with us, but we will notify you if this is the case at the time.

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### 3. How is your personal data collected?

We use different methods to collect data from and about you including through:

- **Direct interactions.** You may give us your Identity, Contact and CV Data by filling in an application form on our website or by corresponding with us by post, phone, email or otherwise. This includes personal data you provide when you:
  - apply for a job with us; or
  - request emails about future vacancies matching your preferences and other events and announcements to be sent to you.
- **Third parties or publicly available sources.** We will receive personal data about you from various third parties and public sources as set out below:
  - (a) Identity, Contact and CV Data from recruitment agencies;
  - (b) CV Data from educational institutions;
  - (c) CV Data from previous employers and referees;
  - (d) Personality Traits Data from our assessment providers;
  - (e) Visa Data from our visa processing provider and the UK Home Office Visa and Immigration service; and
  - (f) Identity, Contact Data and CV Data from publicly available sources such as social media sites, LinkedIn, Companies House and the Electoral Register.

### 4. How we use your personal data

We will only use your personal data when the law allows us to. We will use your personal data in the following circumstances:

- Where we need to perform a contract we are about to enter into or have entered into with you.
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.
- Where we need to comply with a legal obligation. [Click here](#) to find out more about the main types of lawful basis that we will rely on to process your personal data.
- In respect of any Special Categories of Personal Data provided by you, this data has been manifestly made public by you.
- Where you have given us your consent to the processing. For example, we engage in business to consumer (B2C) electronic direct marketing with you if you consent to this. You have the right to stop such B2C direct marketing at any time by following the opt-out links on our marketing messages or by contacting us.

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### Purposes for which we will use your personal data

We have set out below, in a table format, a description of all the ways we use your personal data, and which of the legal bases we rely on to do so. We have also identified what our legitimate interests are where appropriate.

Note that we may process your personal data on more than one lawful ground depending on the specific purpose for which we are using your data. Please contact us if you need details about the specific legal ground we are relying on to process your personal data where more than one ground has been set out in the table below.

Purpose/Activity	Type of data	Lawful basis for processing including basis of legitimate interest
To respond to your application for a particular job or jobs; to determine your qualifications for employment and reaching a hiring decision, as well as to comply with applicable laws and regulations, such as laws related to the evaluation of those seeking employment; or to defend ourselves in claims under such laws. Relevant portions of your personal information, if you are hired, will also be used to establish a basic employment record.	(a) Identity (b) Contact (c) CV	(a) To take steps at your request to enter a contract of employment with you (b) Necessary to comply with a legal obligation under employment or other law (c) Necessary for our legitimate interests (to evaluate job applicants' applications and fill vacancies we have) (d) In respect of any Special Categories of Personal Data provided by you, this data has been manifestly made public by you.
To collect information about you from third parties in order to: (a) verify information about your credentials, such as education and prior employment; (b) follow up on references that you may provide; and (c) conduct background investigations.	(a) Identity (b) Contact (c) CV	Your consent: it is Zotefoams policy to collect such information from third parties only with your knowledge and agreement. Should Zotefoams wish to obtain such third-party information about you, and you have not completed an employment application authorising us to do so, we will contact you and request your authorisation to proceed.
To email you about new jobs matching your preferences and future events and announcements.	(a) Identity (b) Contact (c) Marketing and Communications	Your consent to receive such emails.
Processing information for visa sponsorship for non-UK employees who are on the shortage skills list	(a) VISA data	Necessary to comply with a legal obligation under employment or other law
Carrying out employee assessments and personal profile analyses as part of interview process	(a) Personality Traits data	Necessary to comply with a legal obligation under employment or other law

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## Marketing

We strive to provide you with choices regarding certain personal data uses, particularly around marketing and advertising. We have established the following personal data control mechanisms:

### Emails from us

We will use your Identity, Contact, and Marketing and Communications Data to email you about new jobs matching your preferences and other events and announcements in the future (we call this marketing).

You will receive marketing communications from us if you have requested such information from us and you have not opted out of receiving such marketing communications.

### Change of purpose

We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose, in which case we will add that additional compatible purpose to this privacy policy as soon as reasonably practicable. If we need to use your personal data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so. If you wish to get more information as to how the processing for the new purpose is compatible with the original purpose, please contact us.

Please note that we may process your personal data without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

## 5. Disclosures of your personal data

We may share your personal data with the parties set out below for the purposes set out in the table in section 4 on **Purposes for which we will use your personal data** above.

- Internal Third Parties as set out in the **Glossary**.
- External Third Parties as set out in the **Glossary**.
- Third parties to whom we may choose to sell, transfer or merge parts of our business or our assets. Alternatively, we may seek to acquire other businesses or merge with them. If a change happens to our business, then the new owners may use your personal data in the same way as set out in this privacy policy.

We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions. We do not disclose applicant information to job banks, or to other companies outside the Zotefoams Group or external third parties not listed in the **Glossary**.

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## 6. International transfers

We share your personal data within the Zotefoams Group for the purpose of recruitment. This will involve transferring your data outside the UK to within the European Economic Area (EEA).

Some of our internal and external third parties are based outside the UK so their processing of your personal data will involve a transfer of data outside the UK. Whenever we transfer your personal data out of the UK, we ensure a similar degree of protection is afforded to it by ensuring the following safeguard is implemented:

We transfer your personal data to the following country that has been deemed to provide an adequate level of protection for personal data: the Netherlands.

Please contact us if you want further information on the specific mechanism used by us when transferring your personal data out of the UK.

## 7. Data security

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know the specific information in question in order to carry out their responsibilities with regard to recruitment or employment law. They will only process your personal data on our instructions, and they are subject to a duty of confidentiality. In addition, we exercise special precautions in dealing with applicant personal data defined as sensitive by law. For example, when satisfactory completion of a medical examination is a condition for being hired, no medical information, apart from overall suitability or unsuitability for employment, is provided to hiring managers or stored in a new employee's personnel file.

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

## 8. Data retention

### How long will you use my personal data for?

We will only retain your personal data for as long as reasonably necessary to fulfil the purposes we collected it for, namely evaluation for employment, including for the purposes of satisfying any legal, regulatory, tax, accounting or reporting requirements, including compliance with applicable laws relating to the evaluation of those seeking employment. We may retain your personal data for a longer period in the event of a complaint or if we reasonably believe there is a prospect of litigation in respect to our relationship with you.

If your application is unsuccessful, we shall keep your personal data for the period of 6 months from the date on which we inform you that your application has been unsuccessful, unless you consent to us retaining all or part of it (e.g. your Contact Data for future job opportunity email purposes) for a longer period. If your application is successful, your personal data will be retained for the period stated in the Zotefoams staff privacy policy which you will receive at the same time as our offer of employment to you (if you decline such an offer yours will be treated as an unsuccessful application for data retention purposes). When we no longer need your personal data, we will dispose of or minimise the personal data in accordance with approved company processes to ensure all reasonable efforts and precautions are taken to protect the confidentiality of the data.

In some circumstances you can ask us to delete your data: see section 9 on Your legal rights below for further information.

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In some circumstances we will anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes, in which case we may use this information indefinitely without further notice to you.

## 9. Your legal rights

Under certain circumstances, you have rights under data protection laws in relation to your personal data. These rights are:

**Request access** to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.

**Request correction** of the personal data that we hold about you. 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. If you provide your information through one of our recruitment channels, you will be informed how to access and update that information in that channel. Once you have submitted an application through the Zotefoams website, you will have online access to correct or update the information it contains.

Once your CV is submitted for a specific opening, you will not be able to update the information contained in that copy of your CV. A new CV may be submitted when applying for other positions.

**Request erasure of your personal data.** This enables you to ask us to delete or remove personal data 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 data where you have successfully exercised your right to object to processing (see below), where we may have processed your information unlawfully or where we are required to erase your personal data to comply with local law. Note, however, that we may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.

**Object to processing** of your personal data where we are relying on our legitimate interests (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 as you feel it impacts on your fundamental rights and freedoms. You also have the right to object where we are processing your personal data for direct marketing purposes. In some cases, except for direct marketing, we may demonstrate that we have compelling legitimate grounds to process your information which override your rights and freedoms.

**Request restriction of processing of your personal data.** This enables you to ask us to suspend the processing of your personal data in the following scenarios:

- If you want us to establish the data's accuracy.
- Where our use of the data is unlawful, but you do not want us to erase it.
- Where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims.
- You have objected to our use of your data, but we need to verify whether we have overriding legitimate grounds to use it.

**Request the transfer** of your personal data to you or to a third party. We will provide to you, or a third party you have chosen, your personal data in a structured, commonly used, machine-readable format. Note that this right only applies to automated information which you initially provided consent for us to use or where we used the information to perform a contract with you.



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**Withdraw consent at any time** where we are relying on consent to process your personal data. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we may not be able to provide certain products or services to you. We will advise you if this is the case at the time you withdraw your consent.

If you wish to exercise any of the rights set out above, please contact us.

### **No fee usually required**

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

### **What we may need from you**

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 that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

### **Time limit to respond**

We try to respond to all legitimate requests within one month. Occasionally it could take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

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## 10. Glossary

### LAWFUL BASIS

**Legitimate Interest** means the interest of our business in conducting and managing our business to enable us to give you the best service/product and the best and most secure experience. We make sure we consider and balance any potential impact on you (both positive and negative) and your rights before we process your personal data for our legitimate interests. We do not use your personal data for activities where our interests are overridden by the impact on you (unless we have your consent or are otherwise required or permitted to by law). You can obtain further information about how we assess our legitimate interests against any potential impact on you in respect of specific activities by contacting us.

**Performance of Contract** means processing your data where it is necessary for the performance of a contract to which you are a party or to take steps at your request before entering into a contract.

**Comply with a legal obligation** means processing your personal data where it is necessary for compliance with a legal obligation that we are subject to.

### THIRD PARTIES

#### Internal Third Parties

Another company within the Zotefoams Group which is located in an EU country:

- Zotefoams Denmark.

#### External Third Parties

- Recruitment agencies such as Norman Broadbent, MM Search and Hayes.
- Our applicant tracking software provider, Hireful Ltd.
- Our assessment processor providers Discovery Insights and Thomas International.
- Our visa processing provider Bates Wells.
- Educational institutions, previous employers and referees.
- HM Revenue & Customs, the UK Home Office Visas and Immigration service, public authorities such as the regulators and other government authorities such as those involved in law enforcement, or other governmental entities in compliance with applicable law in the US and other countries, such as to those agencies authorised to review and enforce equal opportunity laws; or who may require personal data or reporting of processing activities in certain circumstances.