



# Privacy notice

DS Smith takes its obligations under data protection law very seriously. This privacy notice explains how we use your personal information when you apply for vacancies using our global job portal.

In this privacy notice, "**we**", "**us**", "**our**" and similar expressions means **DS Smith** and any entity member of the DS Smith Plc corporate group that receives and accesses your personal information. References to "**you**", "**your**" and similar expressions means the person submitting an application to us via this portal. We are responsible for looking after the information you provide to us.

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

We collect the information you provide to us when you complete an application form using this portal and any other information you provide to us in connection with an application. This includes the following types of information: your name, your contact details (such as your email, telephone number and address), your work history, and your CV and cover letter (where provided).

We may collect information about third parties if you provide us with information about those third parties. For instance, this may include the details of any third party referees. Please ensure that you have the permission of any such third parties to share their information with us in connection with your application.

We may also collect information about the roles that you have applied for, how you reached our portal (e.g. from a third party website) and the way in which you use our portal. We will aggregate and anonymise this information and analyse it so that we can better understand the ways in which applicants apply for positions with DS Smith and to improve our portal.

## **How do we use your information?**

We will use your information in order to process and administer your application. This will include using the information to assess your suitability for a role and to communicate with you in connection with your application.

If you agree that we may, we will keep your information on file and use it to assess whether you might be interested in, or suitable for, other vacancies that might arise in the future.

## **Who has access to your information?**

Your information will be accessed by our employees and potential third party contractors (such as recruiters) involved in the recruitment process. Where (with your agreement) we keep your information on file and use it to assess whether you might be interested in, or suitable for, other vacancies that might arise in the future, your information will be accessed by our employees and contractors involved in recruiting for the relevant vacancy.

This portal is provided on our behalf by a third party. Your information will be hosted by that third party and may be accessed by that third party in their support and maintenance of the portal. We have a contract in place with that third party obliging the third party to keep your information secure and to only use it for the purposes we direct.

We may use providers of online testing services in connection with our recruitment process. We may disclose your information to those providers in connection with your application, but we will only do so with your consent.

In the event that we sell or buy any business or assets, we may disclose personal information held by us to the prospective seller or buyer of such business or assets. If we or substantially all of our assets are acquired by a third party (or subject to a reorganisation within our corporate group), personal information held by us will be one of the transferred assets.

### **Where will your information be accessed, stored and transferred?**

Your information may be accessed by any of our employees or contractors involved in the recruitment for the role(s) in question. Those employees or contractors may be located in any country in which we operate and your information may be accessed and processed there. Your information will also be held in, and accessed from, the countries in which the third party that provides our portal operates.

These countries may not provide the same standard of protection for personal data as the country in which you are based. However, we will take steps to ensure that your information is protected in accordance with the requirements of applicable data protection law.

### **How long will we keep your information?**

We will keep your information for as long as is necessary in connection with the recruitment for the role(s) that you have applied for. This may mean that we retain your information even if you are unsuccessful in your application (for instance, we may keep your information to address any queries you raise in connection with an unsuccessful application).

If you are unsuccessful in your application, we may also keep your information on file to assess whether you might be interested in, or suitable for, other vacancies that might arise in the future or in case you wish to make a further application in the future. Typically we will continue to hold it for a period of 12 months.

### **How can you check what information we hold and update the information we hold about you?**

You may have certain rights under applicable data protection law to access and request a copy of the personal information that we hold about you. If you wish to exercise your rights in this regard, please contact [recruitment@dssmith.com](mailto:recruitment@dssmith.com). If you would like us to remove your details from our database you can select the Remove me from your database option on the job portal.

It is important that the information you have provided to us is accurate and up to date. If you become aware of any inaccuracy in the information, you can login to the job portal and change any information as required.

### **How can you find out more information about the manner in which we process your information?**

If you have any further questions about the manner in which we use your information, please contact [recruitment@dssmith.com](mailto:recruitment@dssmith.com).

### **When was this privacy notice updated?**

This privacy notice was last updated on **2<sup>nd</sup> May 2016**. We may update and amend this notice from time to time so that it accurately reflects the way in which we use your information. We will post any updated privacy notice on this site. Please check this site regularly so that you are aware of how we will use the information you provide to us.