

Effective Date: July 2023

Movianto UK Limited (referred to as "we," "us," or "the Company") is committed to protecting the privacy and security of your personal data. This Privacy Notice outlines how we collect, use, disclose, and transfer your personal data as a job applicant or employee, in compliance with the General Data Protection Regulation (GDPR) and the UK Data Protection Act 2018.

#### **1. Data Controller.**

Movianto UK Limited, with its registered office at 1 Bedford Link Logistics Park, Bell Farm Way, Kempston, Bedford, MK43 9SS, UK, is the data controller responsible for the processing of your personal data. If you have any questions or concerns regarding the processing of your personal data, please contact us at [dpo.uk@movianto.com](mailto:dpo.uk@movianto.com).

#### **2. Categories of Personal Data.**

We may collect and process the following categories of personal data, depending on the nature of your application or employment:

- Identification data (e.g., name, date of birth, passport details).
- Contact information (e.g., address, email address, phone number).
- Employment information (e.g., job title, work history, qualifications).
- Financial information (e.g., bank account details for salary payments).
- National insurance number or social security number.
- Tax information.
- Medical information (as required for occupational health assessments and for the purpose of security).
- Diversity information (e.g., gender, ethnicity) for equality monitoring.

#### **3. Purposes and Lawful Basis of Processing.**

We will process your personal data for the following purposes and lawful bases:

- Recruitment and selection processes: to assess your suitability for employment, based on your consent or the necessity of the processing for the performance of a contract. For certain roles this may include carrying out relevant background checks including DBS.
- Employment administration: to manage your employment contract, including payroll, benefits, and performance management, based on the necessity of the processing for the performance of a contract. This will include any personal data you enter into the employee self service portal.
- Compliance with legal obligations: to fulfil our legal obligations as an employer, such as tax and social security obligations, based on the necessity of the processing to comply with a legal obligation.
- Occupational health and safety: to ensure your health and safety at work, based on the necessity of the processing to protect vital interests or the necessity for compliance with a legal obligation.
- Equal opportunities monitoring: to promote diversity and equality in the workplace, based on your consent (if we do this).

#### **4. Recipients of Personal Data.**

We may share your personal data with the following recipients:

- Our employees and authorised personnel on a need-to-know basis.
- Third-party service providers, such as payroll providers, IT support, and background screening agencies, who assist us in the administration of employment-related processes.
- Regulatory authorities, tax authorities, or law enforcement agencies, as required by applicable laws and regulations.
- Other third parties with your consent or as permitted by law.

## **5. International Data Transfers.**

If we transfer your personal data outside the EEA, we will ensure appropriate safeguards are in place to protect your data, as required by the GDPR. These safeguards may include:

- Adequacy decisions by the European Commission.
- Standard contractual clauses approved by the European Commission.
- Binding corporate rules.
- Approved codes of conduct or certification mechanisms.

## **6. Data Retention.**

We will retain your personal data for as long as necessary to fulfil the purposes outlined in this Privacy Notice or as required by applicable laws. The specific retention period will depend on the type of data and the purpose of processing.

## **7. Your Data Protection Rights.**

As a data subject, you have certain rights regarding your personal data, including:

- The right to access your personal data and receive a copy of it.
- The right to rectify any inaccurate or incomplete personal data.
- The right to erase your personal data under certain circumstances.
- The right to restrict or object to the processing of your personal data.
- The right to data portability.
- The right to withdraw your consent at any time (if processing is based on consent).
- The right to object to the processing of your personal data under certain circumstances.

To exercise your rights or for any inquiries about your personal data, please contact us using the details provided in Section 1. If, having done so, you are unhappy with the way that we have handled your personal information, you can raise your concern to the UK Information Commissioners Office (ICO).

## **8. Changes to this Privacy Notice.**

We may update this Privacy Notice from time to time to reflect changes in our privacy practices. Any updates will be effective upon posting the revised Privacy Notice on our website or notifying you directly.

Please review this Privacy Notice periodically to stay informed about how we process your personal data.

*Last updated: September 2023*