**Privacy Policy**

As part of our recruitment process, WM Morrison Supermarkets Limited (Morrisons) collects and processes personal data relating to its candidates. We are the data controller, and this means we are responsible for how we hold and use your personal data. Moreover, we are committed to respecting your privacy, and being transparent in how your data is collected and used throughout the graduate programme and degree level apprenticeship scheme.

What we collect:

We collect a range of personal, such as:

* Your contact information (name, address,telephone number, email address).
* Details of your qualifications, skills and experience, and employment history.
* Information about your Right to Work in the UK.
* Information from our assessment centres, psychometric testing, and interviews.
* Equal opportunities monitoring Information including information about your ethnicity, health, sexual orientation, religion or belief.

We collect this data in various ways, for example, through application forms, online psychometric testing, invitations to assessment centres, obtained through your passport or identity documents, video assessments and online tests.

The data will be stored in a range of places, including your applicant record, our HR management system, and our IT system including email.

How we use your data:

We will use the personal data about you to:

* Access your skills and suitability for the role you are applying.
* Carry out background and reference checks where applicable.
* Comply with our legal or regulatory requirements.
* Communicate with you throughout the recruitment process.
* Keep records relating to our recruitment process.
* To determine if there are any appropriate adjustments required for candidates in the recruitment process.

Why we process your data:

We collect and process your data for a number of purposes and where we have a legal basis to do so, as follows:

We have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from candidates allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide who will receive a placement offer. We may also need to process data from candidates to respond to and defend against legal claims.

In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, we are required to check a successful candidate’s eligibility to work in the UK before employment starts.

We may process information about whether or not applicants are disabled so we can make reasonable adjustments for candidates who have a disability. Where we process other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes. Our processing of these types of data will be carried out to ensure you or us can meet our obligations or exercise our rights under law related to employment or (only where applicable) to enable us to establish, exercise or defend legal claims.

Who has access to data

Your information will be shared internally for the purposes of the recruitment process. This includes members of HR, interviewers involved in the selection process and IT staff if access to your data is required for the performance of their role.

We may share your data with third parties for the purpose of processing your application. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

How we protect your data:

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our personnel in the proper performance of their duties.

How long do we retain your data:

If your application for employment is unsuccessful, we will hold your data on file for 12 months. At the end of that period, your data is deleted or destroyed (unless we need to retain it for longer to exercise or defend any legal claims).

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which employee data is held will be provided to you in a separate privacy notice.

Your Rights:

As a data subject, you have a number of rights, you can:

* Request access to your data,
* Request correction of any incorrect data,
* Request restriction of processing if the processing includes automatic decision making or profiling,
* Object to processing if the processing includes automatic decision making or profiling,
* Request erasure of your data or for a portable copy of your data.

We will always comply with our legal obligations to consider your request. We may have to retain your data if we are legally required to do so or have a legitimate reason to continue to process your data.

If you would like to exercise any of these rights, please contact our Data Protection Officer at dataprotection@morrisonsplc.co.uk. If you believe the company has not complied with your data protection rights, you may also complain to the Information Commissioner whose contact details are at [https://ico.org.uk/.](https://ico.org.uk/)

If you do not provide personal data:

You are under no statutory or contractual obligation to provide data to the firm during the recruitment process. However, if you do not provide the information, the firm may not be able to process your application properly or at all. You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

Automated Decision Making:

You will not be subject to decisions that will have a significant impact on you based solely on automated decision making.