





# Toyota Motor Manufacturing (UK) Limited's (TMUK)

## Recruitment Website Privacy Notice

	<p><b>What is this?</b></p>	<p>At TMUK we are committed to respecting and maintaining the right to privacy of individuals. This notice explains the details of what information TMUK collects from you, what we do with it and who it might be shared with.</p>
	<p><b>What information does TMUK collect from you?</b></p>	<p>Personal data broadly means information that identifies an individual, or which could identify a living individual when taken together with other information that we hold, or are likely to hold.</p> <p>Examples of personal and sensitive data that we might hold:</p> <ul style="list-style-type: none"> <li>• First name</li> <li>• Last name</li> <li>• Contact details – address, postcode, email, telephone and mobile numbers</li> <li>• CV upload facility</li> <li>• Gender, ethnicity and age (contained within Equal Opportunities Monitoring only)</li> <li>• Personalised reference number (in order to update application details)</li> <li>• Right to Work details, e.g. passport, visa, birth certificate, etc.</li> <li>• Employment details:             <ul style="list-style-type: none"> <li>- Earnings</li> <li>- Length of service</li> <li>- Employment &amp; career history</li> <li>- Recruitment details</li> </ul> </li> <li>• Information about disciplinary sanctions</li> <li>• Information about criminal convictions</li> <li>• Aptitude Test and Assessment Centre results</li> <li>• Interview notes utilising standardised document</li> <li>• Health information (after conditional employment offer at medical questionnaire stage)</li> <li>• Age (after conditional employment offer at medical questionnaire stage)</li> <li>• Date of birth (after conditional employment offer at medical questionnaire stage)</li> <li>• Reference request utilising standardised document</li> </ul>

	<p><b>How long does TMUK keep hold of your information?</b></p>	<p>TMUK's Retention &amp; Destruction Policy determines how long we will retain your personal information for.</p>
	<p><b>Why does TMUK collect this information?</b></p>	<ul style="list-style-type: none"> <li>• To personalise your use of the website.</li> <li>• For communication purposes – to keep you up-to-date.</li> <li>• We will only ask for your information for: <ul style="list-style-type: none"> <li>- legitimate reasons</li> <li>- to fulfil contracts</li> <li>- to fulfil legal duties</li> <li>- to process personal data in the framework of our professional activities for TMUK</li> </ul> </li> </ul>
	<p><b>Who might TMUK share your information with?</b></p>	<ul style="list-style-type: none"> <li>• TMUK utilises Blue Arrow / Guidant recruitment services.</li> <li>• Medigold provides TMUK's Occupational Health Centre service.</li> <li>• Aptitude and Assessment Centre testing providers.</li> <li>• Company website host developer – Haywyre</li> <li>• We utilise MailChimp, their privacy policy can be found here: <i><a href="https://mailchimp.com/legal/privacy/">https://mailchimp.com/legal/privacy/</a></i></li> <li>• We may also share your information with any person you provide us with authorisation to share with.</li> <li>• We will not share your information for marketing purposes with other companies.</li> </ul>
	<p><b>What does TMUK do with your information?</b></p>	<ul style="list-style-type: none"> <li>• We will collect and process the information about you that you provide by filling in forms and by corresponding with us.</li> <li>• For Recruitment we process your information as part of your application.</li> <li>• If TMUK makes you a conditional employment offer, we will ask that you complete a health questionnaire, which will help to determine if you are fit to undertake the work that you have been offered, or advise us if any adjustments are needed to the work environment or systems so that you may work effectively. The information you provide will be processed by Medigold who will provide TMUK with a fit to work certificate or a report with recommendations.</li> </ul>



**How can I access the information TMUK holds about me?**

- TMUK wants to ensure the information we hold about you is up-to-date. Please inform us if the information we hold about you is inaccurate or out of date.
- Please contact [Recruitment@Toyotauk.com](mailto:Recruitment@Toyotauk.com)
- TMUK's Data Protection Officer can be contacted at [TMUK.DPO@Toyotauk.com](mailto:TMUK.DPO@Toyotauk.com)
- We will aim to respond to any privacy request received from you within 30 days of your request.

*Updated: 18<sup>th</sup> May 2018*