



## TOYOTA CONNECTED EUROPE RECRUITMENT NOTICE

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### 1. WHO WE ARE

This policy is provided by Toyota Connected Europe Limited (“TCEU”, “we”, or “us”), 2nd Floor 80 Turnmill Street, London, England, EC1M 5QU.

[www.toyotaconnected.eu](http://www.toyotaconnected.eu).

TCEU is a Data Controller for your data in respect of the purposes described in this privacy notice, except where otherwise indicated. Our Data Protection Officer can be contacted by sending an email to [Privacy@toyotaconnected.eu](mailto:Privacy@toyotaconnected.eu).

This notice describes your personal data being processed by TCEU as part of the recruitment process.

### 2. WHAT DOES TCEU DO – THE PURPOSES

TCEU processes any data that you provide or is necessary as part of your interest in working with TCEU, this includes;

- information on your curriculum vitae;
- personal data provided during interviews, and any tests that may be applicable;
- right to work checks (once an offer has been made and you agree to work with TCEU);
- references (once an offer has been made and you agree to work with TCEU).

This privacy notice covers all personal data processing up to the point you receive an offer from TCEU for employment or engagement.

### 3. CATEGORIES OF DATA

### 3.1. Contact details

Name, ethnicity, email address, telephone number, address, passport (where offer is made).

### 3.2. Work experience and qualifications

Information about your career history, including previous jobs and timeframes, as well as qualifications and any other information you provide on your CV.

### 3.3. Technical data

Data collected from our website when you make an application for employment, including IP address, device type, browser type and version, pages visited, dates and times of actions, including scrolling through our website, and data submitted.

### 3.4. Interview data

Information you provide as part of the interview process, including dates of interview.

### 3.5. Health data

Information relating to your health, to the extent that TCEU needs to be aware of this as part of the recruitment process.

### 3.6. References

Data that is provided by persons that you give consent to give references for you. This will usually be confirmation of your employment, dates, position, plus any form of recommendation when a personal character reference is required.

### 3.7. Right to work checks

Once a offer is made, TCEU will be required by law to ensure you have the right to work in the United Kingdom. For this we will process your passport, name, address (and previous addresses), date of birth, and selfie photo.

#### 4. WHO DO WE SHARE YOUR DATA WITH

TCEU does not usually share your data with third parties. However, if the position applied for involves working with other entities in the Toyota group, TCEU will share your data with such group companies.

TCEU will share technical data for the purposes of insights and analysis (if you give your consent) with our service provider, Team Tailor, for the use of cookies and similar technologies.

TCEU also uses service providers to help deliver our services. These providers, known as processors, can only process your data on our behalf. The main processors that TCEU uses are:

- Amazon Web Services – Germany – Hosting and infrastructure, certified with the ISO27001 Information Security Management System;  
[https://d1.awsstatic.com/certifications/iso\\_27001\\_global\\_certification.pdf](https://d1.awsstatic.com/certifications/iso_27001_global_certification.pdf);
- Team Tailor – a recruitment platform;
- Experian for right to work checks carried out using biometric data -  
<https://www.experian.co.uk/business-products/right-to-work-checks>;

#### 5. WHERE DO WE GET YOUR DATA FROM

- You;
- Experian for right to work checks;
- Persons/previous employers whom you have nominated to provide references;
- LinkedIn or similar sites used for recruitment;
- Public domain sources, such as Companies House (dependent on the role you have applied for).

## 6. THE PURPOSES, RETENTION, AND LAWFUL BASIS

Lawful Basis	Purpose	Categories of Data (some or all of each category mentioned)	Retention Period	Who your data is shared with
<p>Legitimate Interests</p> <p>To request objection to processing based on Legitimate Interests email <a href="mailto:Privacy@toyotaconnected.eu">Privacy@toyotaconnected.eu</a></p>	<p>To process your personal data as part of your application or interest in applying for a position to work with TCEU</p>	<ol style="list-style-type: none"> <li>1. Contact details.</li> <li>2. Work experience and qualifications.</li> <li>3. Technical data.</li> <li>4. Interview data.</li> </ol>	<p>Up to 6 month for unsuccessful applications.</p> <p>Up to 6 years after termination of employment for successful applicants.</p>	N/A
<p>Complying with applicable laws.</p>	<p>Legal obligation</p> <p>Article 9, d (b) for any special category data (including health &amp; ethnicity).</p>	<ol style="list-style-type: none"> <li>1. Technical data obtained collected and processed from your devices to ensure the security of our applications (essential cookies)</li> </ol>	<p>Up to 12 months</p>	<p>With parties as may be necessary in circumstances of a security incident.</p>

	Consent, and article 9, 2 (a) where right to work checks are carried out using biometric data.	2. name, ethnicity	Up to 6 months after your application	No data sharing expected
		3. Details of any health conditions that TCEU needs to be aware of as part of the recruitment process	Up to 6 months after your application	No data sharing expected
		4. Right to work checks	For successful applicants only. 6 years after termination of your contract of employment	
Consent	Insights and analytics	Technical data	Up to 12 months	Team Tailor - <a href="https://www.teamtailor.com/en/">https://www.teamtailor.com/en/</a>
Consent	To take up references about you	References	Successful applicants only. Up to 6 years after termination of your contract	

## 7. YOUR RIGHT TO OBJECT

Where we rely on Legitimate Interests when processing your Personal Data, you have the right to object to such processing unless we have a compelling and legitimate reason to continue processing your Personal Data. If you want to object to the processing, we will keep minimal details about when you objected. Please email [privacy@toyotaconnected.eu](mailto:privacy@toyotaconnected.eu) and we will delete your data.

## 8. SECURITY MEASURES

Whilst we take all reasonable precautions to protect Personal Data from loss, misuse, alteration or destruction and comply with data protection laws, data transmission over the internet may not be adequately secured by the sender. As a result, TCEU cannot ensure the secure receipt of any information that is sent to TCEU by this medium and any such information is sent at your own risk.

## 9. SPECIAL CATEGORY DATA

TCEU may process personal data relating to your health where necessary to accommodate you (including any disabilities you may have) as part of the recruitment process, including making any adaptations as part of the interview process.

We also process your passport (successful candidates only) in order to comply with our legal obligation of ensuring you have the right to work in the United Kingdom.

## 10. CHILDRENS' DATA

We do not process children's data as part of the recruitment process.

## 11. WHERE YOUR DATA IS PROCESSED

We may transfer your Personal Data to countries or territories outside your place of residence, where data protection laws may not offer the same level of protection available in your home country. We will implement appropriate measures to ensure that your Personal Data remains protected and secure when it is transferred outside of your home country, in accordance with applicable data protection and privacy laws. These measures include data

transfer agreements implementing standard data protection clauses. You can find more information about data transfer agreements [here](#).

## 12. YOUR RIGHTS WITH RESPECT TO YOUR PERSONAL DATA

You have the following rights:

- to receive confirmation from us as to whether we process your Personal Data, and, where we do, access a copy of that Personal Data and certain other information;
- to request the rectification of any inaccurate Personal Data that we hold about you;
- to request the erasure of your Personal Data in certain circumstances;
- to request the restriction of our processing of your Personal Data in certain other circumstances, for example in certain scenarios where we are unable to comply with a request to erase your Personal Data;
- receive a copy of the Personal Data that you have provided to us in a structured, machine-readable and commonly used format and/or, where possible, to request we transmit that Personal Data to another organization;
- object to certain processing of your Personal Data;
- withdraw your consent to the processing of your Personal Data (where we are processing your Personal Data based on your consent); and
- make a complaint about our handling of your Personal Data to your local data protection supervisory authority (details of local supervisory authorities in each EU Member State can be found [here](#)). For the United Kingdom Commissioners Office - 0303 123 1113.

The updated version of this privacy notice can be found online at: <https://toyotaconnected.eu/privacy-policy/products/> by selecting Recruitment, and then Recruitment Notice