



PRIVACY POLICY

INTRODUCTION

This Privacy Policy sets out the information that we are required, by GDPR, to give you when we collect your personal information. It may change from time to time so please check it periodically. If you have an account with us and we plan to make any substantive changes to this policy, we will notify you by email.

IMPORTANT LEGAL NOTICE

Peugeot Citroen Automobiles UK Ltd (“we”, “us”, “our”) are committed to protecting and respecting your privacy.

This policy (together with our **Terms of Use** and any other documents referred to within it) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand how we use and protect the information that you provide to us in accordance with the General Data Protection Regulation (“GDPR”). By visiting, using, or registering on www.psacareers.co.uk (the “Site”) or if you apply for a vacancy with us you agree that your personal information will be used by us as described in this policy

For the purposes of GDPR, the data controller is Peugeot Citroen Automobiles UK Ltd of Pinley House 2 Sunbeam Way, Coventry, West Midlands, CV3 1ND. For further information about how to contact us, please see the section headed Our Data Protection Officer and your queries and right to complain.

DATA PROTECTION PRINCIPLES

We will comply with data protection law. It requires that the personal information we hold about you must be:

1. Processed fairly, lawfully and in a transparent manner.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to that which is necessary for those purposes.
4. Accurate and kept up-to-date.
5. Kept only for as long as necessary for the purposes we use it for and which we have told you about.
6. Kept securely.



PROCESSING YOUR PERSONAL INFORMATION

We will collect and process the following information (“**Personal Information**”) about you:

Information you give us. When you contact us via the on the ‘Apply Now’ and ‘Continue Application’ links on the Site or contact us by email we will collect personal data from you, as more particularly set out below in the section entitled “What kind of personal data do we collect from you”.

Information we collect about you. Personal data will also be obtained automatically by your internet browser including (without limitation) technical information such as your IP address and information about your visit to the Site such as page response times, download errors and length of visits to certain pages. For more information about the cookies we use on this Site, please visit our [Cookies policy].

WHAT KIND OF PERSONAL INFORMATION DO WE COLLECT FROM YOU?

You can have a look through the Site without giving us any of your Personal Information (other than as described above under “Information we collect about you”). We will make sure that we only collect the minimum information we need from you at each stage of this process. If you or any third party (e.g a recruitment agent) provides us with information that is irrelevant or excessive, we will dispose of it securely and will not keep a copy.

If you decide to apply for a position through the Site or an agency, we will need to collect and process Personal Information, including (without limitation):

At application stage we will collect the following information:

- name, address, postcode and e-mail address
- contact telephone numbers and date of birth;
- user name and password;
- your application/CV, including (without limitation) details of your skills (education, professional qualifications and training), employment history, criminal convictions and referees, previous salary, start date
- whether you are eligible to work in the UK, Nationality, Ethnicity, Religion, Sexual Orientation and hold a full driving licence; and how you heard about us.
- If you do not provide us with this Personal Information we will not be able to consider your application.

If you are invited to interview stage, we may collect the following personal data:

- eligibility to work in the UK and proof of address – copies will be taken; and
- notes of your interview and appraising your performance.
- References

HOW WILL WE USE THE PERSONAL INFORMATION WE HOLD ABOUT YOU?

Personal Information you provide to us will be used to:

- process your application;



- consider you for the position you have applied for, and any upcoming vacancies that are suitable (if you have opted in to be contacted in respect of subsequent vacancies);
- fulfil our legal obligations including (without limitation) to carry out our obligations arising from any contracts entered into between you and us to provide you with information that you request from us;
- provide general information (which does not identify individuals) and statistics to help us develop our websites, services and recruitment processes;
- make up part of your personnel records if your application is successful. However, this will only be for as long as it's relevant to your employment;
- approach your nominated referees for the purposes of obtaining references; and
- carry out equal opportunities monitoring (see below).

Where you provide personal data about somebody else, like your referees, you should always ask them beforehand to get their consent.

Equal opportunities – we're required by law to make basic documentation checks on every candidate. Please note that we'll ask you to provide documentation of your eligibility to work in the UK if you're invited to attend the next stage of the recruitment process. Other Personal Information, for example, relating to your gender, race or ethnic origin, religion or belief, age bracket, details of any disability and sexual orientation will be requested for the purpose of monitoring. This Personal Information is requested purely for monitoring purposes.

Automated decision-making

Automated decision-making takes place when an electronic system uses personal information to make a decision without human intervention. We are allowed to use automated decision-making in the following circumstances: -

- (a) where we have notified you of the decision and given you 21 days to request a reconsideration;
- (b) where it is necessary to perform the contract with you and appropriate measures are in place to safeguard your rights; or
- (c) in limited circumstances where we have your explicit written consent and where appropriate measures are in place to safeguard your rights.

You will not be subject to decisions that will have a significant impact on you based on solely automated decision-making, unless we have a lawful basis for doing so and we have notified you.

HOW LONG WILL WE KEEP YOUR PERSONAL INFORMATION FOR?

We will keep Personal Information obtained via the "Apply Now" button for no longer than 6 months if your application is unsuccessful and you do not proceed to interview stage. If you proceed to interview stage we will keep your Personal Information for 1 year unless you are successful in which case your Personal Information will be transferred to our HR Team who will retain it in line with our HR Retention Policy.

WHO DO WE SHARE YOUR PERSONAL INFORMATION WITH?

We will share your Personal Information with third parties, including third-party service providers and, to the extent necessary, other entities in the PSA group of companies. We require that any third



parties we share personal data with, respect the security of your Personal Information and treat it in accordance with the law.

In particular, we will disclose the Personal Information we hold about you to third parties where required by law, where necessary to administer our relationship with you or where we have another legitimate reason to do so.

Third parties include third party service providers. The following activities are carried out by third party service providers:

- background checking service providers; and
- companies we use to provide pre-employment checks

THE LAWFUL BASIS ON WHICH WE HANDLE YOUR PERSONAL INFORMATION

Data protection law sets out a number of conditions which organisations can rely on in order to lawfully handle personal information. The conditions we rely on are as follows: -

Legitimate interests

The law permits us to handle your Personal Information where necessary in our legitimate interests provided that this isn't outweighed by your interests. Many of the purposes we handle your Personal Information, described above, fall into this category as they are essential activities which enable us to manage our recruitment process, to improve our website and to monitor our processes. We may, if necessary, also use your Personal Information to defend our legal rights or to obtain legal advice and to manage any complaint that you might have. We ensure that your rights and interests are protected when we do this.

Consent

We are permitted to use your Personal Information when you give us your consent for us to do so. We will only use your Personal Information to contact you for direct marketing purposes if you give us your consent to do so.

Required by law

We will, if required by law, disclose your Personal Information for example in response to a court order. We will disclose your Personal Information if requested by a law enforcement agency or where we believe it is necessary to investigate, prevent, or take action regarding illegal activities, suspected fraud, situations involving potential threats to the physical safety of any person or as otherwise permitted or required by law and consistent with legal requirements.

WHERE WE STORE PERSONAL INFORMATION

All Personal Information you provide to us is stored on our secure servers. Where we have given you (or where you have chosen) a password which enables you to access certain parts of the Site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.



Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to the Site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

ACCURACY OF YOUR PERSONAL INFORMATION

It is your responsibility to ensure that the Personal Information you provide to us is accurate and up-to-date. If your information changes, you can let us know by contacting us using the methods described below.

YOUR RIGHTS

- By law you have a right to require access to your Personal Information (commonly known as a “data subject access request”). This enables you to receive a copy of the Personal Information we hold about you;
- Request correction of the Personal Information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected;
- Request the erasure of your Personal Information. This enables you to ask us to delete or remove Personal Information where there is no good reason for us continuing to process it
- Ask us to stop processing Personal Information where we are relying on a legitimate interest and there is something about your particular situation which makes you want to object to processing on this ground;
- Request the restriction of processing of your Personal Information. This enables you to ask us to suspend the processing of Personal Information about you, for example if you want us to establish its accuracy or the reason for processing it;
- Request the transfer of your Personal Information to a third party.

If you want to access, review, verify or request erasure of your Personal Information, object to the processing of your Personal Information or request that we transfer a copy of your Personal Information to another party, please contact data.protectionuk@mpsa.com

RIGHT TO WITHDRAW YOUR CONSENT

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your Personal Information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact dataprotectionuk@mpsa.com. Once we have received notification that you have withdrawn your consent, we will no longer process your Personal Information for the purpose or purposes originally agreed to, unless we have another legitimate basis for doing so.

Our Data Protection Officer and your queries and right to complain

We have appointed a Data Protection Officer (DPO) to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your Personal Information, please contact our DPO on dataprotectionuk@mpsa.com. You have the right to make a complaint at any time to the Information Commissioner’s Office (ICO). You can do this via the ICO website at www.ico.gov.uk.



Opel Vauxhall Data Privacy Statement

Data Privacy Statement, Version 2.0 Version Date: 01/07/2019

Your rights as a data subject according to the applicable data protection regulations / Our obligations to provide you with information

The Privacy-related rights of data subjects and the related obligations to provide information are mainly defined and governed in Artt. 12 - 23 General Data Protection Regulation (GDPR)

Our obligations to provide you with information

Where personal data relating to you as a data subject is collected from you, and also where personal data has not been obtained from you, we as responsible controller are obliged to provide you with corresponding information, as defined in particular by Articles. 13 and 14 GDPR. In order to fulfil our obligations, please find below in this worksheet "Privacy Rights" further information on your Privacy related rights. Further information regarding the identity and contact details of the controller and the contact details of the Data Protection Officer are also provided below.

Further information, which we as controller must provide you in accordance with Article. 13 and 14 GDPR, can be found in the worksheets "Systems in general" and "Specific Systems".

This information is available online here or from your local HR department.

The "Systems in general" worksheet contains generic descriptions of systems and applications, divided into specific categories, in which mainly your task or activity-related data is processed (such as data about you as a user of certain systems).

The "Specific Systems" worksheet contains a list of the used systems and applications with more detailed information.

Please note that the above mentioned obligations to provide you with corresponding information is restricted by law and must be fulfilled by us possibly only under certain conditions (see, in particular, Artt. 12 - 14 GDPR)

Your rights of access and your rights to rectification, erasure (including the "right to be forgotten"), restriction of processing, data portability and objection

As data subject, you have the following rights in accordance with the applicable law:

- ☑ Right of access (Art. 15 GDPR)
- ☑ Right to rectification (Art. 16 GDPR)
- ☑ Right to erasure ("right to be forgotten") (Art. 17 GDPR)
- ☑ Right to restriction of processing (Art. 18 GDPR)
- ☑ Right to data portability (Art. 20 GDPR) - Right to object to processing of personal data concerning you which is based on Art. 6 (1) e) or f) GDPR or where the personal data is processed for direct marketing purposes (Art. 21 GDPR)



CITROËN DS AUTOMOBILES PEUGEOT



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Robins & Day
BY PSA RETAIL

Peugeot Citroen Retail UK LIMITED trading as “Robins and Day”

PRIVACY POLICY

IMPORTANT LEGAL NOTICE

Peugeot Citroen Retail UK LIMITED trading as “Robins and Day” (“we”, “us”, “our”) are committed to protecting and respecting your privacy.

This policy (together with our **Terms of Use** and any other documents referred to within it) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand how we use and protect the information that you provide to us in accordance with the General Data Protection Regulation (“GDPR”).

By visiting, using, or registering www.robinsandday.co.uk (the “Site”) or if you apply for a vacancy with us you agree that your personal information will be used by us as described in this policy

For the purposes of GDPR, the data controller is Peugeot Citroen Retail UK LIMITED trading as “Robins and Day” of Pinley House 2 Sunbeam Way, Coventry, West Midlands, CV3 1ND. For further information about how to contact us, please see the section headed Our Data Protection Officer and your queries and right to complain.

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1. Processed fairly, lawfully and in a transparent manner.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to that which is necessary for those purposes.
4. Accurate and kept up-to-date.
5. Kept only for as long as necessary for the purposes we use it for and which we have told you about.
6. Kept securely.

PROCESSING YOUR PERSONAL INFORMATION

We will collect and process the following information (“**Personal Information**”) about you:



Information you give us. When you contact us via the "Email Us", "Register your Interest" and "Apply" links on the Site or contact us by telephone, text or email us we will collect personal data from you, as more particularly set out below in the section entitled "What kind of personal data to we collect from you".

Information we collect about you. Personal data will also be obtained automatically by your internet browser including (without limitation) technical information such as your IP address and information about your visit to the Site such as page response times, download errors and length of visits to certain pages. For more information about the cookies we use on this Site, please visit our [Cookies policy].

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You can have a look through the Site without giving us any of your Personal Information (other than as described above under "Information we collect about you"). We will make sure that we only collect the minimum information we need from you at each stage of this process. If you or any third party (e.g a recruitment agent) provides us with information that is irrelevant or excessive, we will dispose of it securely and will not keep a copy.

If you decide to apply for a position through the Site or an agency, we will need to collect and process Personal Information, including (without limitation):

At application stage we will collect the following information:

- name, address, postcode and e-mail address;
- contact telephone numbers and date of birth;
- user name and password
- your application/CV, including (without limitation) details of your skills (education, professional qualifications and training), employment history and referees, previous salary, start date
- whether you are eligible to work in the UK and hold a full driving licence; and how you heard about us. If you do not provide us with this Personal Information we will not be able to consider your application.

If you are invited to interview stage, we may collect the following personal data:

- eligibility to work in the UK – copies will be taken; and
- notes of your interview and appraising your performance

HOW WILL WE USE THE PERSONAL INFORMATION WE HOLD ABOUT YOU?

Personal Information you provide to us will be used to:

- process your application;
- consider you for the position you have applied for, and any upcoming vacancies that are suitable (if you have opted in to be contacted in respect of subsequent vacancies);
- fulfil our legal obligations including (without limitation) to carry out our obligations arising from any contracts entered into between you and us to provide you with information that you request from us;



- provide general information (which does not identify individuals) and statistics to help us develop our websites, services and recruitment processes;
- make up part of your personnel records if your application is successful. However, this will only be for as long as it's relevant to your employment;
- approach your nominated referees for the purposes of obtaining references; and
- carry out equal opportunities monitoring (see below).

Where you provide personal data about somebody else, like your referees, you should always ask them beforehand to get their consent.

Equal opportunities – we're required by law to make basic documentation checks on every candidate. Please note that we'll ask you to provide documentation of your eligibility to work in the UK if you're invited to attend the next stage of the recruitment process. Other Personal Information, for example, relating to your gender, race or ethnic origin, religion or belief, age bracket, details of any disability and sexual orientation may be requested for the purpose of monitoring the effectiveness of our equal opportunities policy. This Personal Information is requested purely for monitoring purposes.

HOW LONG WILL WE KEEP YOUR PERSONAL INFORMATION FOR?

We will keep Personal Information obtained via the "Apply" button for no longer than 12 months if your application is unsuccessful and you do not proceed to interview stage. If you proceed to interview stage, we will keep your Personal Information for 1 year unless you are successful in which case your Personal Information will be transferred to our HR Team who will retain it in line with our HR Retention Policy. If you provide Personal Information via the "Register your Interest" button, we will keep it for no longer than 12 months.

WHO DO WE SHARE YOUR PERSONAL INFORMATION WITH?

We will share your Personal Information with third parties, including third-party service providers and, to the extent necessary, other entities in the PSA group of companies. We require that any third parties we share personal data with, respect the security of your Personal Information and treat it in accordance with the law.

In particular, we will disclose the Personal Information we hold about you to third parties where required by law, where necessary to administer our relationship with you or where we have another legitimate reason to do so.

Third parties include third party service providers. The following activities are carried out by third party service providers:

- background checking service providers; and
- companies we use to provide pre-employment checks

THE LAWFUL BASIS ON WHICH WE HANDLE YOUR PERSONAL INFORMATION

Data protection law sets out a number of conditions which organisations can rely on in order to lawfully handle personal information. The conditions we rely on are as follows: -

Legitimate interests



The law permits us to handle your Personal Information where necessary in our legitimate interests provided that this isn't outweighed by your interests. Many of the purposes we handle your Personal Information, described above, fall into this category as they are essential activities which enable us to manage our recruitment process, to improve our website and to monitor our processes. We may, if necessary, also use your Personal Information to defend our legal rights or to obtain legal advice and to manage any complaint that you might have. We ensure that your rights and interests are protected when we do this.

Consent

We are permitted to use your Personal Information when you give us your consent for us to do so. We will only use your Personal Information to contact you for direct marketing purposes if you give us your consent to do so.

Required by law

We will, if required by law, disclose your Personal Information for example in response to a court order. We will disclose your Personal Information if requested by a law enforcement agency or where we believe it is necessary to investigate, prevent, or take action regarding illegal activities, suspected fraud, situations involving potential threats to the physical safety of any person or as otherwise permitted or required by law and consistent with legal requirements.

WHERE WE STORE PERSONAL INFORMATION

All Personal Information you provide to us is stored on our secure servers. Where we have given you (or where you have chosen) a password which enables you to access certain parts of the Site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to the Site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

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- By law you have a right to require access to your Personal Information (commonly known as a "data subject access request"). This enables you to receive a copy of the Personal Information we hold about you;
- Request correction of the Personal Information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected;
- Request the erasure of your Personal Information. This enables you to ask us to delete or remove Personal Information where there is no good reason for us continuing to process it



- Ask us to stop processing Personal Information where we are relying on a legitimate interest and there is something about your particular situation which makes you want to object to processing on this ground;
- Request the restriction of processing of your Personal Information. This enables you to ask us to suspend the processing of Personal Information about you, for example if you want us to establish its accuracy or the reason for processing it;
- Request the transfer of your Personal Information to a third party.

If you want to access, review, verify or request erasure of your Personal Information, object to the processing of your Personal Information or request that we transfer a copy of your Personal Information to another party, please contact data.protectionuk@mpsa.com

RIGHT TO WITHDRAW YOUR CONSENT

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your Personal Information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact pcrukdataprotectionofficer@mpsa.com. Once we have received notification that you have withdrawn your consent, we will no longer process your Personal Information for the purpose or purposes originally agreed to, unless we have another legitimate basis for doing so.

Our Data Protection Officer and your queries and right to complain

We have appointed a Data Protection Officer (DPO) to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your Personal Information, please contact our DPO on pcrukdataprotectionofficer@mpsa.com. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO). You can do this via the ICO website at www.ico.gov.uk.

