



P L A N T E R I A

G R O U P

Planteria Group Recruitment Privacy Notice

1. Introduction

Planteria Group ("Planteria", "we", "our", "us") is committed to protecting the privacy and security of the personal information of all job applicants, prospective candidates, and individuals engaged through our recruitment activities.

This Recruitment Privacy Notice explains how we collect, use, store, share, and protect personal information throughout our recruitment processes.

This notice applies to all candidates who engage with Planteria Group, including those who:

- Apply for vacancies directly;
- Apply through recruitment agencies;
- Are referred by employees or third parties;
- Engage with us through job boards;
- Are sourced or headhunted through professional networking sites such as LinkedIn;
- Attend recruitment events, careers fairs, or networking events;
- Join talent pools or future candidate pipelines;
- Participate in interviews, assessments, or recruitment-related communications.

Planteria Group processes personal data in accordance with:

- UK General Data Protection Regulation (UK GDPR);
- Data Protection Act 2018; and
- Other applicable employment and data protection legislation.

Planteria Group acts as the Data Controller for recruitment-related personal data.

2. Information We Collect

We may collect and process the following categories of information:

Personal Information

- Full name
- Home address
- Telephone number
- Email address
- Nationality (where required)
- Right-to-work status

Professional Information

- CVs and resumes
- Employment history
- Career achievements
- Professional qualifications
- Training records
- Certifications and licences
- Skills and competencies

- Salary expectations
- Notice period and availability

Recruitment Information

- Application forms
- Interview notes
- Assessment outcomes
- Recruitment correspondence
- References
- Feedback provided during the recruitment process

Publicly Available Professional Information

Where relevant and lawful, we may collect information from:

- LinkedIn
- Professional networking platforms
- Public professional profiles
- Industry publications
- Publicly available business websites

This information is collected solely for recruitment purposes.

Special Category Data

In limited circumstances, we may process special category information, such as:

- Health or disability information required to provide reasonable adjustments;
- Diversity and inclusion monitoring information voluntarily provided by candidates.

Such information is processed only where lawful and necessary.

Technical Information

We may collect technical information including:

- IP address;
- Device information;
- Browser information;
- System access logs; and
- Website activity associated with recruitment applications.

3. How We Collect Your Information

We collect personal information through a variety of recruitment channels, including:

Direct Applications

Information submitted through:

- Our careers website;
- Email applications;
- Job application forms;
- Online recruitment portals.

Recruitment Agencies

Where you are represented by a recruitment agency, we may receive information from that agency relevant to your application.

Headhunting and Talent Sourcing

Our recruitment team may proactively identify and approach potential candidates through:

- LinkedIn;
- Professional networking platforms;
- Industry events;
- Professional referrals;
- Publicly available professional information.

Where we obtain your details through sourcing activities, we will process your information in accordance with this notice.

Employee Referrals

We may receive candidate information through our employee referral programme.

Interviews and Assessments

Information may be collected during:

- Telephone interviews;
- Video interviews;
- Face-to-face interviews;
- Assessments;
- Presentations;
- Skills testing exercises.

References and Background Information

We may obtain information from referees or third-party screening providers where appropriate and lawful.

4. Use of Ashby Applicant Tracking System

Planteria Group uses Ashby as its Applicant Tracking System (ATS) to manage recruitment activities and candidate data.

Ashby acts as a data processor on our behalf and processes personal information according to our instructions. Ashby provides functionality that supports candidate management, data retention controls, consent management, data exports, anonymisation, and deletion requests. Ashby also supports compliance with UK GDPR and other applicable data protection requirements.

Information submitted during the recruitment process may be stored within Ashby and made available to authorised employees involved in recruitment activities.

5. Use of Artificial Intelligence (AI)

As part of our recruitment processes, we may utilise AI-enabled capabilities available within Ashby and other approved recruitment technologies.

Examples may include:

- Candidate application review assistance;
- Skills and experience matching;
- Candidate summaries;
- Interview transcription;
- Meeting note generation;
- Reporting and recruitment analytics;
- Workflow automation and administrative support.

These tools are used to support recruitment efficiency and consistency.

No candidate will be rejected, selected, or otherwise subject to a hiring decision based solely on automated processing or artificial intelligence.

All recruitment decisions are reviewed and made by appropriately authorised employees within Planteria Group.

Where interviews are recorded or transcribed using recruitment technologies, candidates will be informed where appropriate.

6. Why We Process Personal Information

We process recruitment-related personal data to:

- Assess suitability for employment opportunities;
- Manage recruitment campaigns;
- Communicate with candidates;
- Arrange interviews and assessments;
- Verify qualifications and experience;
- Conduct right-to-work checks;
- Undertake reference checks;
- Maintain talent pools for future opportunities;
- Improve recruitment processes;
- Meet legal and regulatory obligations;
- Establish, exercise, or defend legal claims.

7. Lawful Basis for Processing

We process personal data under one or more of the following lawful bases:

Legitimate Interests

To identify, attract, assess, and recruit suitable candidates for employment opportunities.

Contractual Necessity

To take steps at your request prior to entering into an employment relationship.

Legal Obligation

To comply with employment, immigration, equality, and other legal requirements.

Consent

Where specific consent is required, including:

- Talent pool retention;
- Diversity monitoring information;
- Certain recruitment communications.

You may withdraw consent at any time.

8. Talent Pools and Future Opportunities

If you are unsuccessful for a role, we may retain your information for future recruitment opportunities where:

- You have provided consent; or
- We have a legitimate interest in considering you for similar suitable vacancies.

Candidates may request removal from talent pools at any time by contacting us.

9. Who We Share Information With

Your information may be shared with:

- Recruiters and members of the Talent Acquisition team;
- Hiring managers;
- Human Resources personnel;
- Recruitment agencies acting on our behalf;
- Assessment providers;
- Reference providers;
- Background screening providers;
- IT and system providers supporting recruitment activities;
- Professional advisers;
- Regulatory authorities where required by law.

We only share information where there is a legitimate business need or legal requirement to do so.

10. International Transfers

Where personal data is transferred outside the United Kingdom, appropriate safeguards will be implemented, including:

- UK International Data Transfer Addendum;
- Standard Contractual Clauses; or
- Other recognised transfer mechanisms.

Ashby may process candidate information within the United States and supports contractual mechanisms designed to facilitate compliant international data transfers.

11. Data Retention

Successful candidate information will become part of the employee record and be retained in accordance with applicable employee privacy documentation.

For unsuccessful candidates, recruitment records will generally be retained for:

12 months from the conclusion of the recruitment process, unless:

- A longer retention period is legally required;
- The candidate consents to future consideration;
- Retention is necessary to establish, exercise, or defend legal claims.

Following the applicable retention period, information will be securely deleted or anonymised.

12. Data Security

Planteria Group maintains appropriate technical and organisational measures to protect recruitment data against:

- Unauthorised access;
- Misuse;
- Loss;
- Alteration;
- Disclosure;
- Destruction.

Access to recruitment information is restricted to authorised individuals who require access for legitimate business purposes.

13. Candidate Rights

Under UK data protection legislation, you may have the right to:

- Request access to your personal data;
- Request correction of inaccurate information;
- Request deletion of your personal data;
- Request restriction of processing;
- Object to processing;
- Request transfer of your data;
- Withdraw consent where processing relies on consent.

Requests should be submitted using the following email address: careers@planteriagroup.com

14. Complaints

If you have any questions, concerns, or complaints regarding how your personal information is handled, please contact us in the first instance:

Email: careers@planteriagroup.com

We will investigate and respond as promptly as possible.

If you remain dissatisfied, you have the right to lodge a complaint with:

Information Commissioner's Office (ICO)

Website: <https://ico.org.uk>

Telephone: 0303 123 1113

You may also seek a remedy through the courts where permitted under applicable data protection legislation.

15. Contact Details

For questions about this Recruitment Privacy Notice or how we process personal information, please contact:

Planteria Group

Email: careers@planteriagroup.com

16. Changes to This Notice

Planteria Group reserves the right to amend this Recruitment Privacy Notice from time to time to reflect changes in legal, regulatory, operational, or technological requirements.

The latest version will always be made available through our recruitment channels and upon request.

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