



Privacy Policy for recruitment at Barratt Developments PLC

If you apply online for a position with Barratt Developments PLC we will use the information you provide to assist in the employment selection process.

We are committed to protecting the privacy of our candidates and users of the website. We will ensure that the information you submit to us, or which we collect, via various channels (including our website, through written correspondence (including e-mail), conversations or assessments) is only used for the purposes set out in this policy.

1. Introducing Barratt Developments PLC

The Barratt Developments PLC group includes the brands:

- Barratt Homes
- David Wilson Homes
- Barratt London
- BD Living
- Wilson Bowden Developments

2. When do we collect personal information about you

We may collect personal information about you:

- through a direct application on our website;
- an application that you have made through a third party job board; and/or;
- from your CV which may be provided to us by a recruitment agency

This may include, for example, your:

- name;
- email address;
- postal address;
- telephone or mobile number; and;
- other relevant information you provide we ascertain from your Curriculum Vitae ("CV").

Sometimes, this may also include sensitive personal information, such as details of criminal convictions and ethnic origin.

We will obtain further personal information about you during the course of the process. This information may be obtained from you directly or from third parties, such as organisations to whom you have engaged with as part of the employment selection process, for example, a recruitment agency.

3. How will we use this information

We will hold, use and may disclose your personal information to a third party engaged by us to assist us in the employment selection process:

- to provide our services to you;
- to enable you to submit your CV for general applications, to apply for specific jobs or to subscribe to our job alerts;
- to match your details with job vacancies and to assist us in finding potentially suitable positions for you;
- to retain your details and notify you about future job opportunities other than the specific role for which you may have contacted us;
- to answer your enquiries;
- for assessment purposes such as (psychometric evaluations, skills tests or higher and/or degree apprenticeship eligibility);
- for research, market research and analytical purposes. These activities will be undertaken to help us to improve and promote our services and provide candidate insight. No personal data will be made publicly available.

• We may process, in accordance with local regulations, certain sensitive personal data (known as special category data under the General Data Protection Regulations (“GDPR”) where you include it in information you send to us e.g. if you include information about your health, religion or ethnic origin in the CV you send to us. We may also be required to conduct a criminal records check against your details. We have processes in place to limit our use and disclosure of such sensitive data other than where permitted by law or regulation.

4. Processing your personal information

In accordance with the GDPR, the main grounds that we rely upon in order to process the personal information of candidates are the following:

- **Necessary for entering into, or performing, a contract** – in order to perform obligations that we undertake in providing a service to you, or in order to take steps at your request to enter into a contract with us, it will be necessary for us to process your personal data;
- **Necessary for compliance with a legal obligation** – we are subject to certain legal requirements which may require us to process your personal data. We may also be obliged by law to disclose your personal data to a regulatory body or law enforcement agency;
- **Consent** – in some circumstances, we may ask for your consent to process your personal data in a particular way.

5. How long do we store your information

The length of time we will hold or store your personal information for will depend on the services we perform for you and for how long you require these.

- **Successful** – if you secure a position with us, we will hold your information within this system for 12 months from the time the offer is made before it is deleted.
- **Unsuccessful** – if you have been unsuccessful in your application we will retain your information for 6 months or longer with your consent (see section below on Talent Pool).
- **Talent pool** – if you have registered your details with us for job alerts or have been unsuccessful during an application we will hold your details for a period of 6 months. Following this period, we will contact you to obtain your consent to hold your personal information for a further period of 6 months, which you can withhold.
- **Right to be forgotten** – upon your request, your personal information can be deleted. We would look to do this within 30 days of receiving your request. We will however need to retain a record of your request to be deleted.

You can unsubscribe from the application or talent pool process at any time. Simply edit the preferences within your profile on the portal.

6. Job Alerts

To subscribe to job alert emails, you will be required to register your details with us, which will be used for the purposes of keeping you informed, by email, of the latest jobs in your nominated areas/departments.

Should you decide that you no longer wish to receive this information, a link to the portal is provided to every alert email that you receive. You will be able to log in and amend your preferences within your profile.

7. Your rights

Deletion of personal data “Right to be forgotten”

It is your right to request the deletion of your personal data from our records, except (as explained above) if it is necessary for us to perform our legal obligations or contractual obligations to you or another third party.

Keeping your details accurate

You have the right to ask us to rectify any personal data we hold about you which is inaccurate or incomplete.



Sending a request

A request for the deletion or correction of personal data should be addressed to the Data Protection Manager at Barratt Developments PLC at our registered office, or by email to dataprotectionmanager@barrattplc.co.uk.

8. Finding out what personal information we hold

You have the right to request a copy of any personal information we hold about you and to have any inaccuracies corrected.

Whilst no fee is charged, we may require you to prove your identity (with two documents of approved identification, one of which will need to be a photographic identification document) before searching our records. The information will be provided to you within one month of the later of the date the request was received and your identity has been verified and confirmed.

Identification that we accept

The following are examples of the type of identification that we can accept in order to process your information request:

- Valid in date passport
- Valid in date photo driving licence
- Birth or marriage certificate
- Utility bill (from the past 3 months)
- Current vehicle registration document
- Bank statement (from the past 3 months)
- Rent book or similar tenancy agreement (that covers the past 3 months)

We will need to have seen either the originals of the identification provided, or a copy certified by a solicitor.

9. Equal Opportunities

Barratt Developments PLC is an equal opportunities employer and a company committed to diversity. This means that all job applicants and employees will receive equal treatment and that we will not discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age.

As part of our commitment to equal opportunities we will from time to time use information provided by you for the purposes of diversity monitoring. All such information will be used on an anonymised basis.



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10. Changes to our privacy policy

We may make changes and update our privacy policy from time to time and in accordance with updated legislation. Any such changes will be shown here as part of our privacy policy and will apply from the date that they are published. We are unable to contact you directly to inform you of these changes, other than in response to a specific request made to our Data Protection Manager as referred to below.

11. Contacting us concerning our privacy policy

Any contact you wish to make with us concerning this policy or how it works in practice should be directed to the Data Protection Manager. Please either write using the email address provided, or via post to our registered office:

Barratt Developments PLC
Barratt House
Cartwright Way
Forest Business Park,
Coalville
Leicestershire
LE67 1UF

dataprotectionmanager@barrattplc.co.uk

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