

## **Data Protection Notice – Recruitment**

This notice provides you with information on how Mahindra Racing UK Limited, New Bridge Street House, 30-34 New Bridge Street, London, EC4V 6BJ, UK, (“we”) will process your personal data in the course of your recruiting process with us. Furthermore, we would like to inform you about your rights regarding your personal data and how you can get in touch with us in order to enforce them.

### **1. Purposes for which we process your personal data**

We will process the personal data set out in Annex 1 for the following purposes:

- recruitment of employees;
- actively approaching potential employees via different channels as well as the company's website, social media platforms, fairs, etc. with regard to recruiting;
- performing application processes; and
- retain personal data of applicants for a possible placement at a later time.

We collect your personal data in the course of your application either by you providing your personal data to us or by obtaining it through other sources within the course of our business operations and procedures.

The provision of personal data is voluntary. However, if you do not provide your personal data, different application and HR processes as well as processes of internal and external communication might be delayed or even impossible.

### **2. Processed data categories and legal basis of the processing**

We process the personal data listed in Annex 1 either (i) on the basis of our prevailing legitimate interest according to Article 6(1)(f) General Data Protection Regulation (“GDPR”), which is to facilitate an efficient application process and to efficiently manage our human resources as well as our internal and external communication or (ii) on the basis of the necessity for compliance with legal obligations to which we are subject (Article 6(1)(c) GDPR) or (iii), where we process sensitive data, on the basis of the necessity for compliance with obligations under social or employment law to which we are subject (Article 9(2)(b) GDPR).

To obtain your consent to process some of your personal data, we may ask for that consent in a separate process. We will only transfer your personal data to companies that are part of our corporate group upon your consent (Art 6(1)(a) GDPR).

### **3. Transfer of your personal data**

As far as necessary for the purposes set out above, we will transfer your personal data to the following recipients:

- IT service providers that we use; and
- companies that are part of our corporate group, only upon your consent.

Some of the recipients referred to above are located in or process personal data outside of your country. The level of data protection in another country may not be equivalent to that in your country. However, we only transfer your personal data to countries where the EU Commission has decided that they have an adequate level of data protection or we take measures to ensure that all recipients provide an adequate level of data protection. We do this for example by entering into appropriate data transfer agreements based on Standard Contractual Clauses (2010/87/EC and/or 2004/915/EC). Such agreements are accessible upon request from Chandrashekhhar.Joshi@mahindrafe.com

### **Retention periods**

Your personal data will only be kept for as long as we reasonably consider necessary for achieving the purposes set out under Point 1 above and as is permissible under applicable law. We will, in any case, retain your personal data for as long as there are statutory retention obligations or potential legal claims are not yet time-barred.

### **4. Your rights in connection with your personal data**

Under applicable law, you have, among others, the rights (under the conditions set out in applicable law): (i) to check whether and what kind of personal data we hold about you and to request copies of such data, (ii) to request correction, supplementation or deletion of your personal data that is inaccurate or processed in non-compliance with applicable requirements, and (iii) to request us to restrict the processing of your personal data, (iv) in certain circumstances, to object for legitimate reasons to the processing of your personal data or to revoke consent previously granted for the processing, (v) to request data portability, (vi) to know the identities of third parties to which your personal data are transferred, and (vii) to lodge a complaint with the competent authority. Withdrawing your consent does not affect the lawfulness of processing based on your consent before your withdrawal.

### **5. Our contact details**

Please address your requests or questions concerning the processing of your personal data to:

Mahindra Racing UK Limited

New Bridge Street House  
30-34 New Bridge Street  
London, EC4V 6BJ,  
United Kingdom

Chandrashekhhar.Joshi@mahindrafe.com

Last updated on 20<sup>th</sup> June, 2018

## **Annex 1**

- salutation including academic titles
- name
- gender
- date of birth
- place of birth
- nationality
- telephone and fax number, email address and other information necessary for addressing through modern communication techniques
- street address
- military or civil service
- civil status
- employment status
- title of the current position and description of the activity
- period of notice
- documents in connection with the start of your employment (HR master data sheet)
- visa/working permit
- desired job
- expected salary
- earliest possible entry date
- CV
- letter of application
- school, university, and training certificates and references
- education and training (attended training courses, feedback etc.)
- personal qualities and skills
- areas of responsibilities
- photograph
- interests and hobbies
- e-mail traffic including contents of emails and data related to any other means of communication
- signature
- other data provided by you