



## Privacy Policy – Recruitment

This Privacy Policy explains how The Arnott's Group uses the personal data we collect from you when you seek employment with us.

The Arnott's Group includes the entities listed in Section 13. A reference to “our Company” in this Privacy Policy is a reference to each of these entities.

By providing your personal data to us, you acknowledge that we will collect, hold, store, use, disclose and otherwise handle your personal data in accordance with this Privacy Policy.

### 1. What data do we collect?

Our Company collects the following data when you seek employment with us:

- Personal identification and contact information, including your name, date of birth, gender, email address, phone number, address and other contact details.
- Information about your prior employment, qualifications, education and your right to work in the country the position is based in.
- Information you may make publicly available online (including, but not limited to, on social media platforms).
- Health and other sensitive personal data as relevant to your potential employment and/or the position you are applying for.
- A record of any enquiries you make.

### 2. How do we collect your data?

You directly provide our Company with most of the data we collect. We collect data and process data when you:

- Contact us regarding employment or your application for employment with us.
- Submit an application for employment.
- Use or view our website, via your browser's cookies.
- Use or view our social media pages or use our apps.

We will always seek your consent to collect any health or other sensitive personal data about you.

Our Company may also receive your data indirectly from the following sources:

- Third parties who provide recruitment services to us such as recruitment agencies and recruitment processing outsourcing providers.

- Third parties who provide other services to us related to recruitment, including pre-employment medical assessments, reference checks, visa and work rights checks.
- Government services and databases available to us for the purpose of checking your work rights and visa conditions (if any).

### 3. How will we use your data?

Our Company collects your personal data for the purposes of recruitment for our business and administering and managing employment of our people. More specifically, the purposes for which we collect your personal data, and the legal basis for processing your personal data under European Union and United Kingdom data protection laws, is set out below:

Purpose	Legal Basis
Confirm your identity.	This is in our legitimate interest, for example, to ensure we have confirmed the identity of the person seeking employment with us. We also process this personal data where necessary for us to comply with a legal obligation that we are subject to.
Assess your application for employment with our Company.	This is in our legitimate interests in order to assess your application for employment with our Company and to contact you in relation to your application.
Carry out checks and assessments relevant to your potential employment with our Company.	This is in our legitimate interests in order to confirm your work rights, visa conditions (if any) and suitability for employment with our Company as part of our assessment of your application for employment.
Communicate with you about employment opportunities as described in Section 7.	We process your personal data in order to send you information about employment opportunities. Where required under applicable data protection laws, this will be on the basis of your consent.
Personalise and enhance your online experience.	This is in our legitimate interests in order to improve our website and online experience for our candidates.
Administer and manage matters related to your employment.	This is in our legitimate interests in order to administer and manage matters related to your employment if you are employed by our Company. Where required under applicable data protection laws, this is on the basis of your consent.
Provide services to you related to your employment.	This is in our legitimate interests in order to provide services to you related to your employment if you are employed by our Company. Where required under applicable data protection laws, this is on the basis of your consent.

Sometimes we extract information from our collected records to produce aggregated data. This aggregated data does not identify individuals. We use the aggregated data for research and may share the data with third parties in connection with those purposes.

You are not required to provide any personal data to us. If you do not, or you inform us that you do not want us to use your personal data to contact you, we may not be able to deal with you effectively for the above or other purposes.

#### **4. How will we disclose your data?**

Our Company may disclose your data in the following ways:

- We may provide your data to third parties that we engage to perform functions on our behalf, such as recruitment related services, pre-employment medical assessments, reference checks, visa and work rights checks.
- We may disclose your data through use of government services and databases available to us for the purpose of checking your work rights and visa conditions (if any).
- In certain circumstances, we may disclose your personal data where required or authorised to do so by law, including in emergency situations, for health and safety reasons, and to assist law enforcement agencies.

#### **5. How do we store your data?**

Our Company uses various systems and services to safeguard the personal data we store, as part of our business systems and processes.

Our Company securely stores your data both at an onsite secure server and offsite using trusted third party storage providers. Our staff are required to sign in and use multi-factor password when accessing our secure systems. We provide training for relevant staff to ensure that they are aware of our privacy commitments and our obligations in relation to the collection, use and disclosure of personal data.

Our Company will keep your personal data for as long as it is required for the purposes for which it was collected, or longer if required by applicable laws. Once your personal data is no longer required, we will de-identify or delete your data in our systems, or ensure we are no longer able to access and use it.

#### **6. Cross border transfer of personal data**

Our Company's systems and services may involve other entities within The Arnott's Group and third party service providers located outside the country in which our Company is located.

Your personal data may be held and processed outside the country in which our Company is located by other entities within The Arnott's Group and our service providers. The Arnott's Group entities and our service providers are based in various countries, including Australia, New Zealand, Japan, Hong Kong, Malaysia, Indonesia, Singapore, Taiwan, India, the United Kingdom and United States.

When we transfer personal data to others or outside the country in which our Company is located, we will comply with applicable privacy and data protection laws and will take steps

to ensure it is treated in the same way that we would treat it. If you are located in the European Union (“EU”), European Economic Area (“EEA”) or the United Kingdom (“UK”), your personal data may be transferred outside of the jurisdiction in which you are located. We may transfer your personal data to jurisdictions that are deemed as adequate for the purposes of EU/EEA and UK data protection laws and, where that is not the case, we will ensure appropriate safeguards are in place under EU/EEA and UK data protection laws, such as standard contractual clauses. For more information or to obtain a copy of the standard contractual clauses that we use, please contact us using details in Section 11.

## **7. Communications about employment opportunities**

Our Company would like to send you information about employment opportunities in our business that we think you might be interested in.

We will only do so if you have consented to receive information about employment opportunities from us. If you have consented to receive such information from us, you may always opt out at a later date. If we send information about employment opportunities directly to you, we will provide a way for you to opt out of receiving such information in future.

You have the right at any time to stop our Company from contacting you with information about employment opportunities or giving your data to other members of The Arnott’s Group.

If you no longer wish to be contacted with information about employment opportunities, please contact us using the details in Section 11. You can also follow the instructions to unsubscribe or opt out that we include in every electronic communication sent under this Section 7.

## **8. What are your data protection rights?**

Our Company would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following rights under this Privacy Policy (which may exceed your rights under applicable law):

- **Access** – You can ask us to confirm whether we hold personal data about you. You have the right to request our Company for copies of your personal data. We will handle and respond to your request in accordance with applicable privacy laws, including if we are unable to provide you with the access you request. We do not impose any charge for a request for access, but where permitted under applicable data protection laws, we may charge you a reasonable fee for our costs associated with retrieval and providing you with access.
- **Rectification** – You have the right to request that our Company correct any information you believe is inaccurate. You also have the right to request our Company to complete information you believe is incomplete. You should contact us if you believe that any of the personal data we hold about you is inaccurate, out-of-date, incomplete, irrelevant or misleading, and provide us with a statement of the correction that you seek.
- **Erasure** – You have the right to request that our Company erase your personal data, under certain conditions.

- **Restrict processing** – You have the right to request that our Company restrict the processing of your personal data, under certain conditions.
- **Object to processing** – You have the right to object to our Company's processing of your personal data, under certain conditions. For example, you have the right to object to our processing of your personal data on the basis of our legitimate interests, under certain conditions. You also have the right to object to our processing of your personal data for the purposes as set out in Section 7 above.
- **Data portability** – You have the right to request that our Company transfer the data that we have collected to another organisation, or directly to you, under certain conditions.
- **Withdrawal of consent** – If we process your personal data on the basis of your consent, you have the right to withdraw your consent at any time.

If you make a request, we will use reasonable endeavours to respond to you within a month, and we will inform you if we will need longer to respond to you. If you would like to exercise any of these rights, please contact us using the details in Section 11.

## 9. Cookies

Our Company uses cookies which are a small piece of information or file that is placed on your computer or device by websites or apps to collect standard Internet log information and visitor behaviour information for record-keeping purposes and to enhance functionality on the website or app.

For more information regarding our use of cookies, please see our ***Cookies Policy***.

## 10. Privacy policies of other websites

Our Company recruitment website may contain links to other websites. Our Privacy Policy applies only to our website, so if you click on a link to another website, you should read their Privacy Policy.

## 11. How to contact us

If you have any questions about this Privacy Policy, the personal data we hold about you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us using the details below:

Email us at: [Privacy@arnotts.com](mailto:Privacy@arnotts.com)

Call us:

- Australia: 1800 24 24 92 or 1800 66 33 66
- New Zealand: 0800 88 19 66
- Hong Kong: +852 2811 3806
- Indonesia: 0 800 1 80 8000
- Japan: 0120 801639

- Malaysia: +60 3 7787 6288
- Singapore: +65 6273 0889

Or write to us at:

Attention: Privacy Officer  
24 George Street, North Strathfield NSW 2137, Australia

## 12. How to contact the appropriate authority

You can also contact us to report any misuse of your personal data or if you wish to make a complaint about how we use your personal data (including in relation to any breach of applicable privacy and data protection laws). We aim to deal with any complaints under this Privacy Policy promptly.

We will inform you of any applicable dispute resolution avenues that you may pursue if you are not satisfied with our response. Should you wish to report a complaint or if you feel that our Company has not addressed your concern in a satisfactory manner, you have the right to contact the relevant authority in your country. These include:

<p><b>Australia:</b> Office of the Australian Information Commissioner <u>Website:</u> <a href="https://www.oaic.gov.au/">https://www.oaic.gov.au/</a> <u>Phone:</u> 1300 363 992 <u>Email:</u> <a href="mailto:enquiries@oaic.gov.au">enquiries@oaic.gov.au</a></p>	<p><b>Hong Kong:</b> Office of the Privacy Commissioner for Personal Data <u>Website:</u> <a href="https://www.pcpd.org.hk/">https://www.pcpd.org.hk/</a> <u>Phone:</u> 2827 2827 <u>Email:</u> <a href="mailto:complaints@pcpd.org.hk">complaints@pcpd.org.hk</a></p>
<p><b>Japan:</b> Personal Information Protection Commission, Japan <u>Website:</u> <a href="https://www.ppc.go.jp/en/">https://www.ppc.go.jp/en/</a> <u>Phone:</u> 03 6457 9680</p>	<p><b>Malaysia:</b> Personal Data Protection Department <u>Phone:</u> 03 8911 5000 <u>Email:</u> <a href="mailto:aduan@pdp.gov.my">aduan@pdp.gov.my</a></p>
<p><b>New Zealand:</b> New Zealand Office of the Privacy Commissioner <u>Website:</u> <a href="https://privacy.org.nz/">https://privacy.org.nz/</a> <u>Phone:</u> 0800 803 909 <u>Email:</u> <a href="mailto:enquiries@privacy.org.nz">enquiries@privacy.org.nz</a></p>	<p><b>United Kingdom:</b> Information Commissioner's Office <u>Website:</u> <a href="https://ico.org.uk/">https://ico.org.uk/</a> <u>Phone:</u> 0303 123 1113 <u>Address:</u> Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF</p>
<p><b>EU:</b></p>	

If you are located in the EU, you may contact the data protection authority in your jurisdiction. A list of contact details for EU data protection authorities is available at [https://edpb.europa.eu/about-edpb/about-edpb/members\\_en](https://edpb.europa.eu/about-edpb/about-edpb/members_en)

### 13. The Arnott's Group entities

The Arnott's Group includes the following entities. If you are located in one of the jurisdictions below, the entity/entities listed are the data controller in respect of your personal data unless otherwise indicated:

<p><b>Australia:</b></p> <ul style="list-style-type: none"> <li>• Arnott's Biscuits Ltd (ABN 44 008 435 729)</li> <li>• Campbell Australasia Pty Ltd (ABN 28 004 456 937)</li> <li>• Good Food Partners Pty Ltd (ABN 38 104 048 400)</li> </ul>	<p><b>Hong Kong:</b></p> <ul style="list-style-type: none"> <li>• Campbell Foods HK Ltd</li> </ul>
<p><b>Indonesia:</b></p> <ul style="list-style-type: none"> <li>• PT Arnott's Indonesia</li> </ul>	<p><b>Japan:</b></p> <ul style="list-style-type: none"> <li>• Campbell Japan Inc</li> </ul>
<p><b>Malaysia:</b></p> <ul style="list-style-type: none"> <li>• Campbell Cheong Chan (Malaysia) Sdn Bhd</li> <li>• Campbell Soup Southeast Asia Sdn Bhd</li> </ul>	<p><b>New Zealand:</b></p> <ul style="list-style-type: none"> <li>• Arnott's New Zealand Ltd</li> <li>• 180 Degrees Ltd</li> </ul>
<p><b>United Kingdom:</b></p> <ul style="list-style-type: none"> <li>• Campbell Foods UK Ltd (data controller: Arnott's Biscuits Ltd (ABN 44 008 435 729) (Australian company))</li> </ul>	

All entities in The Arnott's Group can be contacted using the details in Section 11.

### 14. Changes to our Privacy Policy

Our Company keeps this Privacy Policy under regular review and places any updates on this website. If we have your email address, we will notify you via email of any significant changes to this Privacy Policy.

This Privacy Policy was last updated in June 2022.