

Getir UK Limited Candidate Privacy Notice

PDF

Last Updated: 10.05.2022

1. Introduction

We respect the privacy rights of individuals and are committed to handling personal information responsibly and in accordance with applicable law. It is important that you read all of this Notice carefully as it sets out how Getir UK Limited ("**Getir**", "**we**" or "**us**") handles your personal information when you apply for a role with us and the rights you have in connection with that information. The term "**candidates**" is used in this Notice to refer to anyone who applies for a role (whether on a permanent or non-permanent basis).

If you are in any doubt, or have any comments or questions about this Notice, please contact us using the contact details set out at Section 8 below.

2. Types of personal information we collect when you apply

Information that we collect automatically

You can visit the career page of Getir (<https://career.getir.com> & <https://join.getir.com/uk>) ("**Career Page**") and search for jobs without providing personal information. However, our recruitment software provider collects certain information automatically from your device when you visit our Career Page, which will be processed as detailed in [Greenhouse](#) and [Fountain](#) Privacy Policies.

Personal Information collected from you

The types of personal information we collect and process when you apply for a role with Getir includes, but is not limited to:

Identification data and contact details – including your name, address, email address, phone number and other contact information, gender, date of birth, nationality, national identifiers (such as national ID/passport, social security number(s)).

Employment history – such as previous employer, job titles/positions.

Background information – such as academic/professional qualifications, job qualifications, education, training, details included in your CV/résumé, employment references, language skills.

Nominated referees – name, contact details, employer, job role.

Immigration/visa status.

Previous applications/roles – information relating to previous applications you have made to and/or any previous employment history with the Getir group.

Other information you voluntarily provide throughout the process, including through assessment centres and interviews.

As a general rule, during the recruitment process, we try not to collect or process any of the following: information that reveals your racial or ethnic origin, religious, political or philosophical beliefs or trade union membership; genetic data; biometric data for the purposes of unique identification; or information concerning your health/sex life ("**Sensitive Personal Information**"), unless authorised by law or where necessary to comply with applicable laws.

However, in some circumstances, we may need to collect, or request on a voluntary disclosure basis, some Sensitive Personal Information and/or information relating to your criminal background for legitimate recruitment-related purposes (on the basis that it is in the public interest and in accordance with applicable law): for example, information about your racial/ethnic origin, gender and disabilities for the purposes of equal opportunities monitoring, to comply with anti-discrimination laws and for government reporting obligations; or information about your physical or mental condition to consider accommodations for the recruitment process and/or subsequent job role. You may provide, on a voluntary basis, other Sensitive Personal Information during the recruitment process.

Personal information collected from other sources

References provided by referees.

Other background information provided or confirmed by academic institutions and training or certification providers.

Information provided by recruitment or executive search agencies and platforms.

Information collected from publically available sources, including any social media platforms you use or other information available online.

3. Purposes for processing personal information

We collect and use this personal information for recruitment purposes – in particular, to determine your qualifications for employment and to reach a hiring decision. This includes assessing your skills, qualifications and background for a particular role, verifying your information, carrying out reference checks or background checks (where applicable) and to generally manage the hiring process and communicate with you about it.

If you are accepted for a role at Getir, the information collected during the recruitment process will form part of your ongoing staff member record and will be processed in accordance with our Employee Privacy Notice.

If you are not successful, we may still keep your application to allow us to consider you for other suitable openings within Getir in the future unless you request that we delete your application.

4. Who we share your personal information with and transfers abroad

We take care to allow access to personal information only to those who require such access to perform their tasks and duties, and to third parties who have a legitimate purpose for accessing it. Whenever we permit a third party to access personal information, we will implement appropriate measures to ensure the information is used in a manner consistent with this Notice and that the security and confidentiality of the information is maintained.

Transfers to other group companies

We will share your personal information with other members of the Getir group in order to administer our recruitment processes and store data.

Transfers to third party service providers

In addition, we make certain personal information available to third parties who provide services relating to recruitment to us. We do so on a "need to know basis" and in accordance with applicable data privacy law.

For example, some of this information will be made available to:

recruitment search agencies or career portals involved in your recruitment, e.g., Glassdoor, LinkedIn, Indeed;

background checking or other screening providers and relevant local criminal records checking agencies;

data storage, shared services and recruitment platform or career portal providers, IT developers and support providers and providers of hosting services in relation to our Career Page, e.g., Amazon (AWS), Greenhouse, Fountain, Google Cloud, Google Workspace;

third parties who provide support and advice including in relation to legal, financial/audit, management consultancy, insurance, health and safety, security and intel and whistleblowing/reporting issues, e.g., Citation.

We may also disclose personal information to third parties on other lawful grounds, including:

to comply with our legal obligations, including where necessary to abide by law, regulation or contract, or to respond to a court order, administrative or judicial process, including, but not limited to, a subpoena, government audit or search warrant;

in response to lawful requests by public authorities (including for tax, immigration, health and safety, national security or law enforcement purposes);

as necessary to establish, exercise or defend against potential, threatened or actual legal claims;

where necessary to protect your vital interests or those of another person;

in connection with the sale, assignment or other transfer of all or part of our business; and/or where you have provided your consent.

As we operate internationally, we need to transfer personal information to countries other than the ones in which the information was originally collected. In particular, we process our candidates' personal information through recruitment software ("**Recruitment System**"), which is a tool that helps us to track

job applicants and manage recruitment processes. This will involve transferring your personal information to our Recruitment System provider's servers in USA. When we export your personal information to a different country, we will take steps to ensure that such data exports comply with applicable laws. For example, if we transfer personal information from the UK or European Economic Area to a country outside it we will implement an appropriate data export solution, namely entering into EU Standard Contractual Clauses with the data importer, and taking other measures to provide an adequate level of data protection under EU law.

Our Standard Contractual Clauses can be provided on request. We have implemented similar appropriate safeguards with our third party service providers and partners and further details can be provided upon request

5. Legal basis for processing personal information

Our legal bases for collecting and using the personal information described above will depend on the personal information concerned and the specific context in which we collect it. However, we will normally collect personal information from you only where:

our legitimate interests (as summarised above in Section 3), which are not overridden by your rights, particularly taking into consideration the safeguards that we put in place;

to comply with applicable immigration and/or employment laws and regulations;

to take steps prior to entering an employment contract with you, where you are considered for employment;

in circumstances where you have made the data public;

where we have your consent to do so (where we have requested your consent to process your personal data, you have the right to withdraw your consent at any time); and/or

to protect the rights and interests of the Getir group, our staff members, candidates and others, as required and permitted by applicable law; and/or

for reasons of substantial public interest.

If you have questions about or need further information concerning the legal basis on which we collect and use your personal information, please contact us using the contact details provided in Section 8 below.

6. Data retention periods

Personal information will be stored in accordance with applicable laws and kept as long as needed to carry out the purposes described in this Notice or as otherwise required by applicable law. Generally this means your personal information will be retained:

where you become a staff member: in accordance with the retention periods set out in Getir's Employee Privacy Notice; or

where you were unsuccessful: for a period of 12 months after confirmation that your application was unsuccessful, or as soon as it is no longer needed, unless you request that we delete your application.

7. Your data privacy rights

You may exercise the rights available to you under applicable data protection laws as follows:

If you wish to **access, correct, update or request deletion** of your personal information, you can do so at any time by contacting us using the contact details provided at Section 8 below.

In addition you can **object to processing** of your personal information, ask us to **restrict processing** of your personal information or **request portability** of your personal information. Again, you can exercise these rights by contacting us using the contact details provided at Section 8 below.

If we have collected and process your personal information with your consent, then you can **withdraw your consent** at any time. Withdrawing your consent will not affect the lawfulness of any processing we conducted prior to your withdrawal, nor will it affect processing of your personal information conducted in reliance on lawful processing grounds other than consent.

You have the **right to complain to a data protection authority** about our collection and use of your personal information. We ask that you raise any complaints with us in the first place, but if we are unable to resolve your complaint, contact details for the competent data protection authority, Information Commissioner's Office (UK) is available [here](#).

We respond to all requests we receive from individuals wishing to exercise their data protection rights in accordance with applicable data protection laws.

8. Contact details

Please address any questions or requests relating to this Notice by contacting us via email at privacy@getir.com.

The data controller of your information is Getir UK Limited.