



Hallmark Cards Plc Recruitment Legal and Privacy Statement

We're pleased you're interested in applying for a role at Hallmark UK & Ireland.

Hallmark is committed to protecting your personal details. As part of your application we will collect personal data from you to ensure we follow a fair and consistent recruitment process.

We would like you to read our full privacy notice so you understand:

- How we will use and store your data
- Who will have access to your data
- How long we will keep your data
- How to request an amendment or removal of your data from our recruitment process and/or system

THE KIND OF INFORMATION WE HOLD ABOUT YOU

In connection with your application to work with us, we will collect, store, and use the following categories of personal information about you:

- The information you have provided to us in your curriculum vitae and covering letter
- The information you have provided on our application form, including name, title, address, telephone number, personal email address, date of birth, gender, employment history, qualifications
- Any information you provide to us during an interview, including test results relevant to your application

We may also collect, store and use the following "special categories" of more sensitive personal information:

- Information about your race, ethnicity or religious beliefs for equal opportunity purposes

HOW IS YOUR PERSONAL INFORMATION COLLECTED?

We collect personal information about candidates from the following sources:

- You, the candidate or the Recruitment Agency you've given express permission to represent you
- Your named referees, once any formal offer of employment has been made, from whom we collect the following categories of data: Dates of employment, job title, reason for leaving, performance related information
- Third parties where this is a publicly accessible source, for example LinkedIn

HOW WE WILL USE INFORMATION ABOUT YOU?

We will use the personal information we collect about you to:

- Assess your skills, qualifications, and suitability for the role to appoint the best person for our business
- Carry out background and reference checks, where applicable
- Communicate with you about the recruitment process
- Keep records related to our hiring processes
- Comply with legal or regulatory requirements

IF YOU FAIL TO PROVIDE PERSONAL INFORMATION ...

If you fail to provide information when requested, which is necessary for us to consider your application (for example work history and qualifications), we will not be able to process your application. This information is legally required to enable us to follow a fair and consistent recruitment process in line with employment law and Hallmark Cards Plc's values.

HOW WE USE PARTICULARLY SENSITIVE PERSONAL INFORMATION?

We will use your particularly sensitive personal information in the following ways:

- We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during a test or interview.
- We will use information about your sex, race or national or ethnic origin, religious beliefs, to ensure meaningful equal opportunity monitoring and reporting.

AUTOMATED DECISION-MAKING

You will not be subject to decisions which have a significant impact on you that are based solely on automated decision-making.

DATA SHARING

Why might you share my personal information with third parties?

We will only share your personal information with the following third parties for the purposes of processing your application: Lumesse (iGrasp) as our Applicant Tracking System provider and any Recruitment Agency you've instructed to represent you in your application.. All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

DATA SECURITY

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality. Details of these measures may be obtained from our Recruitment Team by emailing recruitment@hallmark.com.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

DATA RETENTION

How long will you use my information for?

We will retain your personal information for a period of three months after we have communicated to you our decision about whether to appoint you to role. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with our data retention policy.

You will be required to give explicit consent to Hallmark Cards Plc, if you would like your personal information to be retained and considered for future opportunities. With this consent you will join our Talent pool and retained for a fixed period of time, or until you request for this to be deleted.

RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION

Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.

- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate legal reason (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please email GDPR@hallmark.com or access your careers account to make the changes you require.

RIGHT TO WITHDRAW CONSENT

When you apply for this role, you will be required to provide consent on the date you submit your application for us to process your personal information for the purposes of the recruitment process. You have the right to withdraw your consent for processing for that purpose at any time.

To withdraw your consent, please log into your careers account to action this request.

Alternatively please email our Recruitment Team at Recruitment@hallmark.com.

Once we have received notification that you have withdrawn your consent, we will process this request within 5 working days. Once process we will no longer process your application and, subject to our retention policy, we will dispose of your personal data securely.

DATA PROTECTION OFFICER

If you have any questions about this privacy notice or how we handle your personal information, please contact our Data Protection Team at GDPR@Hallmark.com. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

Acknowledgement and acceptance of this privacy notice will be completed as part of your application and can be viewed at any time from within your careers account or at www.hallmark.com.