

# Privacy Notice

## Who are we?

This privacy notice applies to personal information we collect about you as part of using the Networkx platform and applying for jobs with our company. The organisation responsible for the processing of your personal information is Cox Automotive UK Ltd of:

Central House,  
Leeds Road,  
Rothwell  
LS26 0JE

You can contact our privacy team by [UKCA.dataprotection@coxautoinc.com](mailto:UKCA.dataprotection@coxautoinc.com).

## What personal information do we collect and what do we do with it?

We collect personal information about you when you sign up for and use our products and services, as well as when you use our websites or other platforms. The types of information we collect and use about you are listed below:

- Name & contact details (including telephone numbers and email address)
- Login information
- Behavioural information about how you use the Networkx portal
- Education and Qualification information
- Details of your work history
- Information as to your religious beliefs and/or race/ethnicity
- Proof of right to work documentation (typically passport)

We use this data for the following purposes:

- To enable us to assess your suitability for applicable roles within the business and to enable us to effectively conduct recruitment processes which are fair and comply with our legal obligations as an employer.

## Legal basis for processing

We process your personal information using the legal grounds set out below:

- Where we process your personal information for the purpose of administering our recruitment process we do so on the basis that is necessary for the performance of a contract or for the taking of steps prior to entering into a contract between you as an employee of our business and us the employer.
- Where we process your personal information to ensure we are complying with equal opportunities and equality and diversity legislation we do so on the basis that it is necessary to enable us to comply with a legal obligation to which we are subject.
- Where we process Special Category personal information about you, we do this also on the basis that it is necessary to ensure we are complying with obligations imposed on us as an employer, in particular our duty to comply with equal opportunities obligations.

## Who your personal information may be disclosed to

Your personal information will be shared with the following recipients:

- Our employees and employees of any of our suppliers where necessary to ensure the provision of the products or services you have requested.
- To the police or other law enforcement or investigative bodies where necessary to support them in the investigation of criminal or similar matters.

## International Transfers of personal information

We do transfer your personal information outside of the UK and the EU.

We transfer your personal information to the countries listed below using the associated safeguards:

- Cox Automotive Inc (CAI) and we rely on the use of Standard Contractual Clauses with the UK Addendum as a lawful safeguard for this transfer.

## Your rights in relation to your personal information

You have the right to:

- Object to the processing of your personal data in certain circumstances
- Object to the use of your personal information for direct marketing purposes
- Request the deletion of your personal data in certain circumstances
- Request access to the personal information we hold about you
- Request that we rectify inaccurate personal information we hold about you
- Restrict the way in which we can use your personal information in certain circumstances
- Request the portability of your data in certain circumstances
- You have the right, where personal information is processed on the basis of consent, to withdraw that consent at any time
- If you are unhappy with the way in which we have handled your personal information you have the right to lodge a complaint with the Information Commissioner's Office. You can contact them at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or online at [www.ico.org.uk](http://www.ico.org.uk).

## Retention & disposal of personal information

We will retain your personal information for as long as we require it in order to provide you with the products and services you have requested. We will retain certain personal information beyond that point where it is necessary for compliance with a legal obligation we are subjected to or where we have a legitimate business reason to do so. If you are successful in your application then your personal information will form part of your employment file and retained in line with any legal obligations applicable to employers. If you are unsuccessful your personal information will be removed once the deadline for any claims to an employment tribunal have lapsed.

## Automated decision making

If you do not have the right to work in the UK and you answer that question 'no' then you will automatically be declined and your application will not be progressed any further. If you would like to contact us about this, you can do so at [UKCA.recruitment@coxautoinc.com](mailto:UKCA.recruitment@coxautoinc.com).