

What is the purpose of this document?

Top Oil (or "the Company") is a "data controller". We are responsible for deciding how we hold and use personal information about you. You are being sent this because you are applying for employment with us.

Data protection principles

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

The kind of information we hold about you

We will collect, store, and use the following categories of personal information about you:

- The information you provide to us in your CV, online application form and/or covering letter including name, title, address, telephone number, personal email address, date of birth, gender, employment history, qualifications, achievements and other interests.
- Any information you provide to us during an interview.
- Any information provided through online assessments, interview assessments and/or driving assessments carried out by the Company or a nominated third party

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

- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.
- Information about your health, including any medical condition, health and sickness records.
- Information about criminal convictions and offences.

How is your personal information collected?

We collect personal information about candidates from the following sources:

- You, the candidate.
A recruitment agency or recruitment online platform, from which we collect the following categories of data: Name, job title, address, telephone number, personal email address, date of birth, gender, employment history, qualifications, achievements and other interests.
- Any referees.
- The following data from third parties is from a publicly accessible source Name, job title, location, telephone number, personal email address, date of birth, gender, employment history, qualifications, achievements and other interests and hobbies.

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 employment.
- Carry out background and reference checks, where applicable.
- Communicate with you.

- Keep records related to our hiring processes.
- Comply with legal or regulatory requirements.

It is in our legitimate interests to decide whether to employ you.

How we use special category information

We may use your special category information in the following ways:

- We will use information about your disability status to consider whether we need to provide appropriate adjustments or accommodation during the recruitment process.

Information about criminal convictions

We do not envisage that we will process information about criminal convictions.

Automated decision-making

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

Data sharing

We will only share your personal information with the following third parties for the purposes of processing your application: Medmark Occupational Health Providers, Irish School of Motoring where applicable. 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.

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. Details of these measures may be obtained from Ken Donoghue the Company's Data Protection Officer.

How long will you use my information for?

If your application is unsuccessful, we will retain your personal information for a period of 18 months after we have communicated to you our decision to you. This is so that we can show, in the event of a legal claim, that we have not discriminated you and that we have conducted the recruitment exercise fairly. After this period, we will securely destroy your personal information.

If we wish to retain your personal information on file, we may contact you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis.

Your rights in connection with personal information

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

- **Request access** to your personal information.
- **Request correction** of the personal information that we hold about you.
- **Request erasure** of your personal information.
- **Object to processing** of your personal information.
- **Request the restriction of processing** of your personal information.
- **Request the transfer** of your personal information to another party.

If necessary, please contact The Company's Data Protection Officer in writing.

Right to Object

When you apply for this role, you provide us with your personal information for the purposes of the recruitment exercise. You have the right to change your mind and object. If so, please contact the Company's Data Protection Officer.