

DEKRA

External

UK Group Policy

Recruitment Privacy Notice

UKPOL002

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Compliance Department

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1. Summary

Documents designed for DEKRA UK entities are defined as follows:

Policy: Our Policies are the high-level statements of management intent, expectations, and direction. They show our principles and requirements.

Process: Our processes provide steps and procedures that must be followed. They show the actions and instructions to complete tasks.

2. Introduction

2.1 Purpose

Thank you for your interest in DEKRA.

DEKRA respects your privacy and is committed to protecting your personal data. This Recruitment Privacy Notice will inform you how we look after your personal data and tell you about your privacy rights.

You are being sent a copy of this Privacy Notice because you are applying to work with us (whether as an employee, worker, or contractor). It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and to explain how long we will usually retain your data. It provides you with certain information that must be provided under the UK General Data Protection Regulation (UK GDPR).

2.2 Target Audience

This notice applies to all individuals who are applying to work for us whether as an employee, worker or contractor.

2.3 Scope

The DEKRA group globally defines the scope for a group wide policy as follows (Source: DEKRA Group Chief Compliance Officer 2017):

"The (DEKRA) Group Policy is valid for all companies in the DEKRA Group, i.e. DEKRA e.V, DEKRA SE and all of its dependent subsidiaries as well as affiliated companies and their employees. A dependent subsidiary is a company which DEKRA SE is able to either directly or indirectly exercise a controlling influence over."

This Privacy Notice is issued on behalf of the DEKRA UK group of companies to all current and former employees, workers and contractors of the following companies registered in the UK:

- DEKRA Automotive Limited (DAL)
- DEKRA Claims International – UK Limited (DCIUKl)
- DEKRA Certification UK Limited (DCUKL)
- DEKRA UK Management Limited (DUKML)
- DEKRA UK Limited (DUKL)
- Riverbank Legal UK Ltd (RLUKL)

3. Policy

3.1 Who is responsible for data processing and how to contact us

DEKRA UK Management Limited (DUKML) acts as the controller for recruitment and selection processes.

Contact details:

Data Protection Office
DEKRA UK Management Ltd
Beacon House
Ibstone Road
Stokenchurch Business
Park, Stokenchurch, High
Wycombe, HP14 3FE
Email: dpo.uk@dekra.com Telephone number: 01494 480500

The data controller deemed responsible for the processing of your personal data in connection with your visit to the DEKRA website and the creation of a candidate profile via the DEKRA candidate portal is:

DEKRA SE
With its registered office in Stuttgart, and registered in the commercial register of the Stuttgart District Court under HRB 734316,
Handwerkstr. 15, 70565 Stuttgart, Germany

If you create a candidate profile via the DEKRA candidate portal independently of an application and do not make your profile visible, DEKRA SE is the controller.

If you make your candidate profile via the DEKRA candidate portal visible to recruiters from participating Group companies worldwide or nationally i.e. in the country / region of your place of residence, the following Group Companies act as Controllers for processing in connection with your candidate profile outside of a specific application, depending on your selection:

DEKRA SE, Handwerkstr. 15, 70565 Stuttgart, Germany konzerndatenschutz@dekra.com

If you apply to one of DEKRA's UK companies, DUKML will act as a data controller for the subsequent application process in relation to the personal information collected and processed. Please refer to further information in the respective job advertisement and on our website.

DUKML works with selected data processors that are instructed to collect, store and process personal information on our behalf for the purposes of recruitment services. DUKML uses Tribepost, to provide a recruiting and applicant tracking platform in order to handle your personal data as a candidate. DUKML uses Thomas International as a psychometric and aptitude test provider. DUKML may engage with other third-party suppliers from time to time for specific or specialised recruitment activities, such as the Home Office Disclosure and Barring Service checks.

If you have questions about how these processors process your personal data, you must access their privacy notices.

For any general questions and queries regarding the collection and processing of your personal data, please contact the persons mentioned in the respective job advertisement.

You can also contact the UK Data Protection Office if you have any questions regarding this Privacy Notice.

Changes to the privacy notice

We reserve the right to amend this privacy notice in the future within the framework of the applicable data protection laws and, if necessary, to adapt it to changed data processing realities.

This version was last updated in November 2026.

3.2 The data we collect

We receive personal data about you as a candidate for positions within any of our companies, such as:

- Contact details such as name, title, addresses, telephone numbers, and personal email addresses
- Copies of driving licence, passport, birth certificates as proof of identity and proof of current address, such as bank statements and council tax bills
- Evidence of how you meet the requirements of the job, including CVs, training, qualifications and references
- Evidence of your right to work in the UK and immigration status
- Evidence of personal insurance and company insurance and liabilities where appropriate
- For the appointment of directors, evidence that you are not disqualified from being a company director
- Correspondence regarding your application
- Any information you provide to us during your application and at interview
- References, if sought, from past employers
- Any information received as part of any tests undertaken by you.

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

- Information about disabilities to the extent necessary to make reasonable adjustments to the recruitment process.
- Information about criminal convictions and offences, where applicable to the role.

3.3 What sources do we use to collect your personal data?

We process personal data for the purpose of enabling the use of the DEKRA candidate portal, and for carrying out selection procedures to establish an employment relationship from the following sources:

- Directly from you as part of the candidate process, or the creation of your account and candidate profile on the DEKRA candidate portal
- A recruitment agency
- Psychometric and aptitude testing results through third parties, such as Thomas International or other similar in respect of any tests undertaken as part of the recruitment process.
- Disclosure and Barring Services, in respect of criminal convictions

- Data permissibly collected from public sources or from third parties or which has been disclosed to us, for example, by public authorities, insurance providers, pension funds, credit institutions, educational and training institutions, other external service providers or by third parties that you have named as references

Relevant personal data may include: Personal information (e.g. title, last name, first name), contact information (e.g. e-mail address, postal address, telephone number), information about your career (e.g. curriculum vitae), information about your qualifications (e.g. certificates), documentation data (e.g. interview notes) and other data comparable to the categories mentioned.

If you fail to provide personal data

You are not obliged to provide us with personal data. In the context of an application procedure, however, you must provide us with the personal data that is required for the procedure itself, in order to participate as a candidate in a selection process.

3.4 Legal Basis for processing personal data

We process your personal data in accordance with the provisions of all applicable data protection laws.

We process personal data throughout our recruitment process under the following legal basis dependent on the processing activity being carried out.

A. For the purpose of the technical provision of the website
When you visit our website, it is necessary for the purpose of the website's technical provision (and ensuring the requisite system security) that we process certain information automatically transmitted by your browser so that our website can be displayed in your browser and you can use the website. This information is automatically collected each time our website is accessed and automatically stored in so-called server log files; this information essentially comprises:

- IP address of the requesting computer
- Host name of the accessing computer
- Recognition data of the browser and operating system used
- Date and time of access
- Website from which the access is made (referrer URL)

Our legitimate interest in this regard is that we can make our website and our candidate portal technically available to you.
LEGAL BASIS
UK GPDR Art. 6 (1 (f) (Legitimate Interests)

B. For the purpose of creating a user account and candidate profile
In the event that you create a user account in our DEKRA candidate portal, we process your personal data for the purpose of creating and managing this user account. When you create a candidate profile within your user account and provide us with information about your career

and qualifications, we process your personal data for the purpose of enabling the creation and management of your candidate profile.
This primarily comprises personal information, address data, communication data, access data (e-mail address, password), as well as data pertaining to your professional experience and qualifications.

LEGAL BASIS

UK GPDR Art. 6 (1)(f) (Legitimate Interests)

C. For the purpose of communication

For the purpose of communicating with you in order to progress your application, we process personal data, in order to respond to your enquiries or to communicate with you in the context of job recruitment procedures and to send you pre-contractual documents.
This may include, in particular, your first name, last name, home address, e-mail address, telephone number and, if applicable, contract data.
Our legitimate interest here is to be able to stay in touch and communicate with you in the context of enquiries and vacancy procedures. This is to ensure smooth preparation of job placements and support of interested parties.

LEGAL BASIS

UK GPDR Art. 6 (1) lit. (b) and (f) (Performance of a contract and Legitimate Interests)

D. For the purpose of conducting a selection process for possible employment

In the event that you apply for a specific position or have given us your consent to store your candidate data in our candidates pool for suitable positions in the future, we process your personal data in the context of job filling procedures for the purpose of conducting a selection process for possible employment. For this purpose, your personal data will be transferred to the DEKRA company that has advertised the vacancy.
This may include, in particular, your first name, last name, address, country, e-mail address, telephone number, work experience, qualifications, references and language skills.

LEGAL BASIS

UK GPDR Art. 6 (1) lit. (f) (Legitimate Interests)

E. For the purpose of progressing your application from vacancy to job offer

For the purpose of progressing your application through the recruitment process, we process personal data, in order to respond to your enquiries or to communicate with you in the context of the job recruitment procedures, to carry out interviews and pre employment checks and to send you pre-contractual documents.

LEGAL BASIS

UK GPDR Art. 6 (1) lit. (b), (c) and (f) (Performance of a contract, Legal Obligation and Legitimate Interests)

F. Special category or criminal conviction data

Where necessary, we may collect, use and hold special category personal data and data relating to criminal convictions

LEGAL BASIS

UK GPDR Art 6 (1) (b), (c) and (f) (Performance of a contract, Legal Obligation and Legitimate Interests)

3.5 How we will use your personal information

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

- Assess your skills, qualifications, and suitability for the role;
- Carry out background and reference checks, where applicable to the role;
- Communicate with you about the recruitment process;
- Move your application forward through the different stages of the recruitment process
- Keep records related to our hiring processes; and
- Comply with legal or regulatory requirements.

Processing Special Category Data

Where appropriate, we will use your particularly sensitive personal information in the following ways:

- We use information about disabilities 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.
- In order to process special category data we have in place an appropriate policy document and safeguards in place which we are required by law to maintain when processing such data.

Information about criminal convictions

We may process information about criminal convictions in certain circumstances.

We may carry out a criminal records check to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for a specific role.

We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such information.

Automated Decision Making

We may use AI tools or AI services to support recruitment processes and workflows. Where we deploy AI tools or services that impact the way in which your personal information is processed, we will provide you with further information at the relevant time.

We do not use fully automated decision-making in accordance with Article 22 UK GDPR.

3.6 How and when do we share your personal data?

Your personal information will be processed confidentially at all times.

In order for us to process your data in accordance with the purposes described above, it may also be necessary to provide other recipients with your data for processing.

We will only share your personal information with selected third parties and any other relevant DEKRA group company for the purposes of processing your application.

Within our group of companies, your data will also be transferred to other companies if they have advertised the vacant position or perform data processing tasks centrally for the companies affiliated in the group (e.g. IT services, HR support, disposal of files, etc.). Information on data protection is available on the website of the respective DEKRA company, or on DEKRA's data protection portal (Data privacy notice).

With regard to the transfer of data to recipients outside the DEKRA Group, we only pass on information if this is required by law, if the candidates has issued their consent, or this is necessary, in order to protect our legitimate interests.

Under these conditions, the recipients of personal data may include, for example, service providers and vicarious agents employed by us who receive data for these purposes, provided they observe confidentiality and data protection requirements. These can be companies operating within HR, Recruitment and IT services, telecommunications and consulting categories, for example. We ensure that your personal data is used in accordance with your instructions by concluding group-internal data processing agreements and with commissioned service providers.

The processing operations described in this data protection notice with regards to the DEKRA candidate portal may be processed via the myHR system of SAP Deutschland SE & Co. KG, Hasso-Plattner-Ring 7, 69190 Walldorf. A corresponding data processing agreement has been concluded with SAP to this end, which ensures that your personal data is processed by SAP in accordance with instructions and in compliance with the requirements of data protection law. For more information pertaining to data privacy at SAP, see the SAP Data Protection Declaration and the Data Protection Area of the SAP Trust Center.

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.

If you are successfully recruited, we will upload your details to our HR system. As a member of staff, you will sign a contract of employment and agree to additional terms on how your data is handled and stored.

3.7 International Transfer of Data

Where necessary, we may transfer personal information outside of the UK. When doing so, we comply with the UK GDPR, making sure appropriate safeguards are in place.

For further information or to obtain a copy of the appropriate safeguard for any of the transfers, please contact us using the contact information provided.

3.8 How do we keep your information secure?

We have put in place appropriate security measures and safeguards 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.

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.

3.9 How long will you store my personal data?

We will retain your personal information for a period of up to 12 months from the date of your application. 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 policies and/or applicable laws and regulations.

3.10 Your legal rights

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

Request access to your personal information (commonly known as making 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. We will conduct a reasonable and proportionate search for your personal

information.

Request rectification 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 interest (or those of a third party) and there is something about your situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.

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.

Request the transfer of your personal information to another party.

4. Questions or complaints

If you have any questions or concerns about this privacy notice or how we handle your personal information, please contact our data protection office whose contact details are:

Data Protection Office
DEKRA UK Management Ltd
Beacon House
Ibstone Road Stokenchurch,
High Wycombe, HP14 3FE

Email: dpo.uk@dekra.com Telephone number: 01494 480500

You have the right to complain to us if you consider that there has been an infringement of your rights in relation to your personal information.

When we receive a data protection complaint, we will:

- Acknowledge receipt no later than 30 days from receiving it.
- Take appropriate steps to respond without undue delay, which may include making enquiries into the subject matter of the complaint and, where appropriate, keeping you informed about the progress of our handling of the complaint.

- Inform you of the outcome without undue delay.

You also have the right to make a complaint at any time to the Information Commission (ICO), who is responsible for data protection issues in the UK and whose contact details are:

ICO Head Office
4th Floor, No.3 Circle Square
5 Hawkshaw Street
Manchester
M1 7BL

Helpline number: 0303 123 1113
Website: https://www.ico.org.uk/make-a-complaint



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