



CF FERTILISERS UK LIMITED JOB APPLICANT PRIVACY NOTICE

CF FERTILISERS UK LTD (“CF”, “WE”, “US”, “OUR”) of Ince, Chester CH2 4LB, in our capacity as your prospective employer, is a data controller of your Personal Data. “Personal Data” is information (in any format) relating to a living person who can be identified from that information, either on its own or when it is combined with other information held by us. A person’s name, ID number, location data, on-line identifier and data gathered from website cookies are all capable of being Personal Data. We are committed to protecting your privacy under data protection laws when we process your Personal Data.

WHO SHOULD READ THIS PRIVACY NOTICE?

This privacy notice applies to all job applicants (“YOU”) whose Personal Data we collect or process. We will use Personal Data only for the purposes mentioned in this privacy notice.

HOW TO CONTACT US

Any questions regarding our Privacy Notice should be directed to our Data Governance Committee at cfdatacontroller@cffertilisers.co.uk.

WHAT KINDS OF PERSONAL DATA ABOUT YOU DO WE PROCESS?

We may receive and process Personal Data about you as set out in Annex 1.

SOURCES OF THIS PERSONAL DATA

We may collect your Personal Data from you. In addition, we may obtain it from the following sources: Third party recruitment agencies or other educational institutions with whom you may be studying or associated with, from which we collect the following categories of data:

- CV, qualifications, and employment history data.
- Screening information provided by Agenda Screening.
- Your named referees, if successful in your application, from whom we collect the following categories of data; length of time known, relationship to you, job title, dates of employment, comments about your suitability
- From other third parties where lawful to do so.

WHAT ARE THE LEGAL GROUNDS FOR OUR PROCESSING OF YOUR PERSONAL DATA?

We process your Personal Data for particular purposes in connection with your prospective employment relationship with us and for the management and administration of our business. Data protection laws require us to explain the legal grounds to justify our processing of your Personal Data.

For some processing activities as you will see from the lists below, we consider that more than one legal ground may be relevant. This is not the case where we rely on your consent – we will not seek your consent where we do not need it. However, this does not mean that alternative lawful reasons will not apply to justify our keeping of some Personal Data after you withdraw your consent. For example if you consent to something, then withdraw that consent, we will still retain your Personal Data if we have to



do that to keep a record for our legal or regulatory compliance purposes. This is why in the lists below you will see the processing activities which we do based on your consent also mentioned in some other places.

The lawful reasons are set out in Annex 2.

DO YOU HAVE TO PROVIDE US WITH YOUR PERSONAL DATA?

We cannot administer our relationship with you unless we have your Personal Data. We have statutory reasons to obtain your Personal Data and this is because employment laws and other applicable laws mean we do have to collect information from you. Where provision of Personal Data by you to us is optional, we will make this clear, for instance in application forms we will explain if some data fields are optional and can be left blank.

IS YOUR PERSONAL DATA TRANSFERRED OUTSIDE THE UNITED KINGDOM?

Personal Data is transferred by us to members of our Group who process it and who are based in the US. It may in addition be transferred to other locations outside of the United Kingdom, for example to our service providers if they or their servers are based there. When your Personal Data is processed within the United Kingdom then it is protected by UK data protection standards. Some countries outside the United Kingdom have been deemed by the UK Government to have adequate data protection laws, such as all the countries within the European Economic Area. However, some other countries outside the United Kingdom do not have adequate protection for Personal Data by law and this includes the US and we will make sure that suitable safeguards are in place before we transfer your Personal Data to those countries. Safeguards can include contractual obligations imposed on the recipients of your Personal Data. Those obligations require the recipient to protect your Personal Data to the standard required in the United Kingdom. Safeguards can also include requiring the recipient to subscribe to 'international frameworks' intended to enable secure data sharing and where the framework is the means of protection for the Personal Data.

We have intra-company agreements in place within our Group, including in relation to transfers of your Personal Data to the US, which put in place safeguards for your Personal Data.

MONITORING INVOLVING PROCESSING OF YOUR PERSONAL DATA

In this section monitoring means any listening to, recording of, viewing of, intercepting of, or taking and keeping records (as the case may be) of calls, email, text messages, social media messages, in person face to face meetings and other communications. We may monitor where permitted by law and we will do this where the law requires it. Some of our monitoring may be to comply with regulatory rules, self-regulatory practices or procedures relevant to our business, to prevent or detect crime, in the interests of protecting the security of our communications systems and procedures, to have a record of what we have discussed with you and actions agreed with you, to protect you and to provide security for you (such as in relation to fraud risks on corporate customer accounts) and for quality control and staff training purposes. Some of our monitoring may check for obscene or profane content in communications.



FOR HOW LONG IS YOUR PERSONAL DATA RETAINED BY US?

CF will make every effort not to hold data longer than is reasonably necessary. Unless we explain otherwise to you, we will hold your Personal Data for the periods as defined in the CF Record Management Policy. For specific queries regarding how long your Personal Data may be retained, please contact our Data Governance Committee at cfdatacontroller@cffertilisers.co.uk.

WHAT ARE YOUR RIGHTS UNDER DATA PROTECTION LAWS?

Here is a list of the rights that all individuals have under data protection laws.

- The **right to be informed** about your processing of your Personal Data;
- The right to have your Personal Data **corrected if it is inaccurate** and to have **incomplete Personal Data completed**;
- The right **to object** to processing of your Personal Data;
- The right **to restrict processing** of your Personal Data;
- The right **to have your Personal Data erased** (the “right to be forgotten”);
- The right **to request access** to your Personal Data and to obtain information about how we process it;
- The right to **move, copy or transfer your Personal Data** (“data portability”);
- Rights in relation to **automated decision making which has a legal effect or otherwise significantly affects you** (at this time we do not do this type of automated decision making but we need to tell you that this right does exist under data protection laws).

If you wish to exercise any of your rights, please contact our Data Governance Committee at cfdatacontroller@cffertilisers.co.uk.

You have the right to complain to the Information Commissioner’s Office which enforces data protection laws: <https://ico.org.uk/>.

DATA ANONYMISATION AND USE OF AGGREGATED INFORMATION

Your Personal Data may be converted into statistical or aggregated data which cannot be used to re-identify you. It may then be used to produce statistical research and reports. This aggregated data may be shared and used in all the ways described in this privacy notice.

WHO IS IN OUR GROUP?

As at the date of this privacy notice, the members of our Group are: CF Industries Enterprises, LLC. You should check our intranet page from time to time in case of any changes to our Group.

ADDITIONAL INFORMATION ABOUT WITH WHOM INFORMATION IS SHARED

CF will not share, sell (except in a business restructuring scenario – see above) or rent your Personal Data to third parties. However, we may disclose your Personal Data to third party suppliers who provide services on our behalf, such as employment related benefits providers and other third parties in connection with benefits (such as pension trustees and payroll providers) and other more general



service providers such as organisations and businesses who provide document storage and IT services to us. Please refer to the 'legitimate interests' heading above where we mention this sharing in more detail.

In addition we may provide your Personal Data to other organisations where you request (and consent) that we do this, for example to other companies and organisations when you have applied for a role there and where you list us as a referee.

CF may disclose Personal Data if required to do so by law (e.g. to HMRC, the police, the Information Commissioner's Office, courts of law) or if it believes that such action is necessary to protect and defend the rights, property or personal safety of CF, employees, staff, agency workers and customers of our Services.

UPDATES TO THIS NOTICE

We may update this notice from time to time. To request a copy of the current notice, please contact our Data Governance Committee at cfdatacontroller@cffertilisers.co.uk.



ANNEX 1

YOUR PERSONAL DATA THAT CF PROCESSES

Contact Information

- Name(s)
- Address(es)
- Email address(es)
- Contact details including mobile telephone number(s)

Personal Information

- Date of birth

Identity and Background Information

- Details of education and qualifications and results
- Career history
- Passport information
- Driving licence information
- Psychometric test results
- Right to work, residency and/or other visa information
- Curriculum Vitae (CV) or resume and information contained in any associated correspondence
- Image or photographs
- Personal details contained in any application form
- Hand written and computer generated evaluative notes and decisions from group activities, presentation, pre interview tasks and interviews
- Preferences relating to job location and salary Conflicts of interests (including where related to family networks)
- Information about your current level of remuneration, including benefit entitlements

Sensitive Information

- Physical and mental health information (including occupational health requirements, day-to-day health concerns which we ought to be aware of e.g. if you are diabetic or epileptic, dietary requirements, allergies etc.
- Image or photographs which reveal racial or ethnic origin or religious beliefs for instance

Security, Location and Access Information

- Information (including image and biometric data) captured or recorded by electronic card access systems, CCTV and other security control systems



ANNEX 2

CF'S LEGAL GROUNDS FOR PROCESSING YOUR PERSONAL DATA

CF's lawful reasons for processing your Personal Data are set out below. Each lawful reason is in **bold underlined text** and in summary these are: contract, legitimate interests, compliance with legal obligations; protecting vital interests; and consent. Underneath each of these you will see additional headers which are also in **bold text**. We use these additional headers only to make things clearer for you. The lawful reasons themselves are in **bold underlined text** throughout.

1. **Processing that is necessary to perform the employment contract or other services contract that we have with you:**

Recruitment and workforce planning

- a. Assessing your skills, qualifications and suitability for the role;
- b. Communicating with you about the recruitment or application process;
- c. Keep records related to our hiring or application process;
- d. Administering and complying with any potential employment or other contract;
- e. Administering any potential role that you perform for us;
- f. Keeping a record of your right to work in the UK (as relevant) and any other legal or regulatory requirements including reporting;
- g. Where relevant and permitted by law, verification and vetting including criminal background checks (as relevant);

Security and governance

- h. Monitoring the security of our physical premises and systems, networks and applications;
- i. Ensuring compliance with our policies and procedures;

Sharing with these other people and organisations based on our and/or their legitimate interests

- j. Members of our Group;
- k. Our legal and other professional advisers;
- l. Governmental and regulatory bodies (e.g., HMRC, the Information Commissioner's Office);
- m. Law enforcement agencies including the police

2. **Processing that is necessary to comply with our legal obligations:**

Recruitment and workforce planning



- a. Keeping a record of your right to work in the UK (as relevant);

General employment management and administration

- b. Communicating with you and providing you with information from time to time;
- c. Determining whether any adjustments are necessary to enable you to carry out your role

Security and governance

- d. Monitoring the security of our physical premises and systems, networks and applications;
- e. Preventing fraud and other crime;

Legal and regulatory compliance and responsibilities

- f. For compliance with legal and regulatory obligations and other governance obligations;
- g. For establishment, defence and enforcement of our legal rights or those of any other member of our Group, including complying with disclosure orders arising in civil proceedings;
- h. When we monitor emails, calls and other communications and activities in accordance with this Privacy Notice;
- i. Conducting internal investigations with respect to legal compliance, suspected misuse of or the general security of our assets and information such as fraud detection and prevention, including through the use of computer forensics;
- j. Conducting internal or external audits of our records and information, operations and legal compliance;
- k. Responding to employment and industrial relations matters where required by applicable law, including grievances, arbitrations, negotiations, elections and strikes;
- l. Observing your rights and the rights of other people in relation to the processing of your and/or their (as relevant) Personal Data;

Day to day business operations

- m. Supporting our diversity programmes and staff support networks and initiatives;

Sharing with these other people and organisations for compliance with our legal obligations

- n. Law enforcement agencies and governmental and regulatory bodies such as HMRC, the Information Commissioner's Office; and
- o. Courts and to other organisations where that is necessary for the administration of justice, to protect vital interests and to protect the security or integrity of our business operations.



3. **Processing with your consent:**

- a. When you request that we share your Personal Data with someone else and consent to that (for instance, where you list us as a referee in a job application);
- b. Observing your rights and the rights of other people in relation to the processing of your and/or their (as relevant) Personal Data; and
- c. For some of our processing of special categories of Personal Data such as about your health or disability access needs in cases where we need your consent such as where employment law (or other applicable law) does not make this lawful already.

(Note: For processing that is based on your consent, you have the right to take back that consent for future processing at any time. You can do this by contacting us at cfdatacontroller@cffertilisers.co.uk.

Sharing with these other people and organisations with your consent

- d. When you request that we share your Personal Data with someone else and consent to that (as above); and
- e. Observing your rights and the rights of other people (for instance in response to their subject access request when we have consent (in cases where needed) to include comments you have made about them or other Personal Data identifying you).