

Privacy Policy

South Korean Candidates

Recruitment Privacy Policy for South Korea

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1. INTRODUCTION

This recruitment privacy policy (“**Privacy policy**”) explains what personal data (information) we collect about you in connection with your employment with Ocado, including how we hold and use it, how we may share information about you and your rights in relation to your personal information, including the right to object to the processing. We are required to provide you with this information under data protection and privacy legislation. Please ensure that you read this privacy policy and any other similar notice or policy we may provide to you from time to time when we collect or process personal information about you.

This privacy policy applies to Ocado Group Plc, its affiliated entities and group companies that process the personal information of individuals working for such entities (collectively referred to as “**Ocado**”). Each such entity is a “data controller” and for the purposes of individuals who work with Ocado, this currently includes:

Country	Company Name	Address
Australia	Ocado Solutions Australia Pty Limited	Level 9, 63 Exhibition Street, Melbourne VIC 3000, Australia
Bulgaria	Ocado Bulgaria EOOD	7th Floor, South Park Building, 13 Henrik Ibsen Str., Sofia, 1407, Bulgaria
Canada	Ocado Solutions Canada Inc	Suite 1300, 1969 Upper Water Street, McInnes Cooper Tower-Purdy Wharf, Halifax NS B3J 3R7, Canada
France	Ocado Solutions France SAS	Siège Social, 3-5 rue Saint-Georges, 75009 Paris, France
Greece	Ocado Ventures (Myrmex) Ltd	Buildings One & Two Trident Place, Mosquito Way, Hatfield, AL10 9UL
Japan	Ocado Solutions Japan K.K.	Tokyo Club Building 11F, 3-2-6 Kasumigaseki, Chiyoda-ku, Tokyo, Japan

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Country	Company Name	Address
Poland	Ocado Polska Sp z.o.o.	High5ive building4, Pawia 21 St., 31-154, Krakow, Poland
Spain	Ocado Spain SLU	calle Badajoz 112, 08018, Barcelona, Spain
Sweden	Ocado Solutions Sweden AB; and Ocado Sweden AB	Ocado Solutions Sweden AB, Mätarvägen 30, 196 37 Kungsängen, Sweden Mälarvarvsbacken 8, 11733, Stockholm, Sweden
South Korea	Ocado Solutions Korea Limited	4th Floor, 92, Hangangdae-ro, Yongsan-gu, Seoul, Korea
United Kingdom	Ocado Central Services Limited	Buildings One & Two Trident Place, Mosquito Way, Hatfield, AL10 9UL
United States of America	Ocado Solutions USA Inc.	12 Timber Creek Lane, Newark DE 19711, United States

(each an “**Ocado Group Company**”) and references to “**we**”, “**us**” and “**our**” in this Privacy policy mean an Ocado Group Company.

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2. Who collects the information

Each Ocado Group Company is the data handler in each respective jurisdiction and where applicable, gathers, shares and uses certain information about you in line with this recruitment Privacy Policy. A data handler is the entity which determines the purposes for which and the manner in which your personal information is processed.

3. About the information we collect and process

The table set out in Part A of the Schedule below summarises the personal information we collect and hold up to and including the shortlisting stage of the recruitment process, how and why we do so, how we use it and with whom it may be shared.

The table in Part B of the Schedule below summarises the additional personal information we collect and hold before making a final decision to recruit (i.e. before making an offer of employment unconditional), how and why we do so, how we use it and with whom it may be shared.

We also use cookies and similar technologies in relation to our online recruitment activities and you should refer to our Cookie Policy for further information which is available on our website, <https://careers.ocadogroup.com/>.

4. Where information may be held

Personal information may be held at our offices and those of our group companies, and third party agencies, service providers, representatives and agents. Personal information may be transferred internationally to countries in the EU, the UK, the USA, Canada and other countries around the world, including countries that do not have data protection and privacy laws equivalent to those in your local country. We have measures in place to seek to ensure that there is appropriate security for information we transfer or store outside your jurisdiction. In addition, if one of our UK or EEA-based group companies collects your personal information, they will use one or more of the following safeguards if they transfer your personal information to an organisation outside the UK and the EEA:

- the organisation is based in a country which ensures a level of data protection which is equivalent to EEA or UK standards, as this has been determined by a European Commission decision and/or UK adequacy regulations;
- the organisation is bound by European Commission-approved standard contractual clauses, which offer appropriate data protection safeguards, or equivalent standard clauses approved in the UK; or
- a derogation applies in accordance with data protection laws (for example, you have provided your explicit consent, or the transfer of the data is necessary in order for Ocado to enter into a contract with you).

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5. Automated decision-making

We do not use your personal information to make automated decisions about you which have a legal or similarly significant effect on you.

6. If you fail to provide personal information

If you fail to provide information when requested, where this information is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully. For example, if we require references for this role and you fail to provide us with relevant details, we will not be able to take your application further. However, when we rely on your consent to collect your personal information and you select not to provide such information, this will not affect your application with us in any way. If we rely on your consent or if any information we request during your application process is optional, we will let you know at that point.

7. Sharing your personal information with third parties

Your personal information will primarily be accessed by our employees who are involved in your recruitment process, our HR, IT, finance and facilities departments, to the extent it is necessary for them to fulfil their tasks in relation to your application. We also share personal information with other Ocado group companies, when necessary in relation to the application process and with third parties as we describe below:

- a) To process your application, to enable appropriate checks and aptitude tests to be carried out, and to facilitate and undertake recruitment interviews on our behalf. For example, we work with recruitment and applicant tracking system providers. We may also contact your referees to confirm your work history. We also use third-party service providers, such as IT system and technology application providers, to process and store your personal information;
- b) In line with our Privacy & Cookie Policy (which is available on our website, <https://careers.ocadogroup.com/>), we engage third-party service providers to help us monitor website performance, utilisation of features and services, traffic and demographic trends, and browser versions, to improve our website and services and tailor them to your interests;
- c) We share information with our business advisors, such as legal advisors or business/ recruitment consultants, to the extent it is necessary for them to provide us with their services;
- d) We may share information with regulatory and government authorities and/or law enforcement agencies if required by law or if necessary for the legal protection of our legitimate interests in compliance with applicable laws;
- e) In the event that our business is sold or integrated with another business, your details may be disclosed to our advisers

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and any prospective purchaser's adviser and passed to the new owners of the business;

- f) We may share information for the purposes of company reporting and analysis.

When we engage third-party service providers, we require that they 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 information for their own purposes. We only permit them to process your personal information for specified purposes and in accordance with our instructions.

We provide personal information to third parties within the scope of consent obtained from you, as follows:

i) Consent to the Provision of General Personal Information to a Third Party

Mandatory Provision				
Recipient (Contact Information)	Country where Recipient is Located	Items of Personal Information to be provided	Purpose for which recipient will use Personal Information	How long recipient will retain and use Personal Information
Workday	Ireland Netherlands USA	Full name, personal email address, personal phone number, educational and training history, CV, job application details, previous work history, salary expectations, work area / location, citizenship status, nationality, social media information	To carry out a fair recruitment process, verify your employment and educational background and make an informed recruitment decision.	If there is a request from the job seeker, recruitment documents must be returned within 14 days from the date of request. If there is no request for return, the document must be destroyed after the return claim period which is 14 and 180 days from the

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Mandatory Provision				
Recipient (Contact Information)	Country where Recipient is Located	Items of Personal Information to be provided	Purpose for which recipient will use Personal Information	How long recipient will retain and use Personal Information
				<p>date of employment confirmation.</p> <ul style="list-style-type: none"> • If the information becomes unnecessary due to a decision not to hire the person, etc., it must be destroyed without delay (usually within 5 days).
Greenhouse	Germany Ireland USA	Full name, personal email address, personal phone number, educational and training history, CV, job application details, previous work history, salary expectations, work area / location, citizenship status, nationality, social media information	To carry out a fair recruitment process, verify your employment and educational background and make an informed recruitment decision.	<p>If there is a request from the job seeker, recruitment documents must be returned within 14 days from the date of request.</p> <p>If there is no request for return, the document must be destroyed after the return claim period which is 14 and 180 days from the date of employment confirmation.</p> <ul style="list-style-type: none"> • If the information becomes unnecessary due to a decision not to hire the

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Mandatory Provision

Recipient (Contact Information)	Country where Recipient is Located	Items of Personal Information to be provided	Purpose for which recipient will use Personal Information	How long recipient will retain and use Personal Information
				person, etc., it must be destroyed without delay (usually within 5 days).
Job Korea	Korea	Full name, personal email address, personal phone number, CV, location	To post our vacancies on this portal and receive applications from candidates.	Same as the above
Saramin	Korea	Full name, personal email address, personal phone number, CV, location	To post our vacancies on this portal and receive applications from candidates.	Same as the above
Remember	Korea	Full name, personal email address, personal phone number, CV, location	To post our vacancies on this portal and receive applications from candidates.	Same as the above
Wanted	Korea	Full name, personal email address, personal phone number, CV, location	To post our vacancies on this portal and receive applications from candidates.	Same as the above

I have fully understood Ocado's explanation on the provision of general personal information to a third party and hereby consent.

You have the right to refuse the provision of your general personal information by Ocado to a third party . However, if you refuse the mandatory provision of your general personal information, you may not execute or maintain an employment agreement.

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ii) Consent to the Provision of Sensitive Information to a Third Party

Mandatory Provision				
Recipient (Contact Information)	Country where Recipient is Located	Items of Personal Information to be provided	Purpose for which recipient will use Personal Information	How long recipient will retain and use Personal Information
Greenhouse	Germany Ireland USA	Diversity information, including information about your ethnic background, religious beliefs, disabilities and health conditions, sexual orientation, as part of our equal opportunities form (to the extent legally permitted) Completing our Equal Opportunities form is optional.	To monitor equality of opportunity in our recruitment process, to carry out statistical analysis and to take any necessary steps to improve equality in our workplace.	If there is a request from the job seeker, recruitment documents must be returned within 14 days from the date of request. If there is no request for return, the document must be destroyed after the return claim period which is 14 and 180 days from the date of employment confirmation. • If the information becomes unnecessary due to a decision not to hire the person, etc., it must be destroyed without delay (usually within 5 days)

I have fully understood Ocado's explanation on the provision of sensitive information to a third party and hereby consent.

You have the right to refuse the provision of your sensitive information by Ocado to a third party. However, if you refuse the mandatory provision of your sensitive information, you may not execute or maintain an employment agreement.

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8. Delegation of Personal Information Processing (Outsourcing Processors)

We delegate the processing of personal information as follows:

i) Consent to delegation of processing of General Information

Mandatory Delegation	
Delegatee	Descriptions of Delegated Task
Greenhouse	To carry out a fair recruitment process, verify your employment and educational background and make an informed recruitment decision.

I have fully understood Ocado's explanation on the delegation of Personal Information Processing and hereby consent.

You have the right to refuse the delegation of processing of your unique identification information by Ocado to a third party. However, if you refuse the mandatory provision of your unique identification, you may not execute or maintain an employment agreement.

ii) Consent to the Delegation of Processing of Sensitive Information

Mandatory Delegation	
Delegatee	Descriptions of Delegated Task
Greenhouse	Collection of diversity data, to monitor equality of opportunity in our recruitment process, to carry out statistical analysis and to take any necessary steps to improve equality in our workplace.

I have fully understood Ocado's explanation of the delegation of processing of the sensitive information and hereby consent.

You have the right to refuse the delegation of processing of your unique identification information by Ocado to a third party. However, if you refuse the mandatory provision of your unique identification, you may not execute or maintain an employment agreement.

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9. Overseas Transfer of Personal Information

Personal information may be held at our offices and those of our group companies, third party agencies, service providers, representatives and agents. Personal information may be transferred internationally to countries in the EU, the UK, the USA, Canada, Japan and Australia and other countries around the world, including countries that do not have data protection and privacy laws equivalent to those in your local country.

We delegate the processing of personal information to delegates (Processors) overseas as follows:

i) Consent to Overseas Transfer of General Information

Mandatory Overseas Transfer					
Recipient (Contact Information of Information Manager)	Country to Which Personal Information is Transferred	Date and Method of Transfer	Items of Personal Information Transferred	Recipient's Purpose of Using Personal Information	Recipient's Period of Retention and Use
Ocado Central Services	United Kingdom	Accessed directly in the system	Full name, personal email address, personal phone number, educational and training history, CV, job application details, previous work history, salary expectations, work area / location, citizenship status, nationality, social media information	Support in the recruitment process	<p>If there is a request from the job seeker, recruitment documents must be returned within 14 days from the date of request.</p> <p>If there is no request for return, the document must be destroyed after the return claim period which is 14 and 180 days from the date of employment confirmation.</p> <ul style="list-style-type: none"> • If the information becomes unnecessary due to a decision not to hire the person, etc., it must be destroyed without delay (usually within 5 days).

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Mandatory Overseas Transfer					
Recipient (Contact Information of Information Manager)	Country to Which Personal Information is Transferred	Date and Method of Transfer	Items of Personal Information Transferred	Recipient's Purpose of Using Personal Information	Recipient's Period of Retention and Use
Workday	Ireland Netherlands USA	Personal data is stored directly in the system	Full name, personal email address, personal phone number, educational and training history, CV, job application details, previous work history, salary expectations, work area / location, citizenship status, nationality, social media information	To carry out a fair recruitment process, verify your employment and educational background and make an informed recruitment decision.	<p>If there is a request from the job seeker, recruitment documents must be returned within 14 days from the date of request.</p> <p>If there is no request for return, the document must be destroyed after the return claim period which is 14 and 180 days from the date of employment confirmation.</p> <ul style="list-style-type: none"> • If the information becomes unnecessary due to a decision not to hire the person, etc., it must be destroyed without delay (usually within 5 days).
Greenhouse	Germany Ireland USA	Personal data is stored directly in the system	Full name, personal email address, personal phone number, educational and training history, CV, job application details, previous work history, salary expectations, work area / location,	To carry out a fair recruitment process, verify your employment and educational background and make an informed recruitment decision.	<p>If there is a request from the job seeker, recruitment documents must be returned within 14 days from the date of request.</p> <p>If there is no request for return, the document must be destroyed after the return claim period which is 14 and 180 days from the date of employment confirmation.</p>

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Mandatory Overseas Transfer

Recipient (Contact Information of Information Manager)	Country to Which Personal Information is Transferred	Date and Method of Transfer	Items of Personal Information Transferred	Recipient's Purpose of Using Personal Information	Recipient's Period of Retention and Use
			citizenship status, nationality, social media information		<ul style="list-style-type: none"> If the information becomes unnecessary due to a decision not to hire the person, etc., it must be destroyed without delay (usually within 5 days).

I have fully understood Ocado's explanation on the overseas transfer of general personal information and hereby consent.

You have the right to refuse the overseas transfer of your unique identification information by Ocado. In order to refuse the overseas transfer, please do not check the above checkbox or contact privacy@ocado.com. However, if you refuse the mandatory overseas transfer of your unique identification information, you may not execute or maintain an employment agreement.

ii) Consent to Overseas Transfer of Sensitive Information

Mandatory Overseas Transfer of Sensitive Information

Recipient (Contact Information)	Country where Recipient is Located	Items of Personal Information to be provided	Purpose for which recipient will use Personal Information	How long recipient will retain and use Personal Information
Ocado Central Services	United Kingdom	Diversity information, including information about your ethnic background, religious beliefs,	To monitor equality of opportunity in our recruitment process, to	If there is a request from the job seeker, recruitment documents

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Mandatory Overseas Transfer of Sensitive Information				
Recipient (Contact Information)	Country where Recipient is Located	Items of Personal Information to be provided	Purpose for which recipient will use Personal Information	How long recipient will retain and use Personal Information
		<p>disabilities and health conditions, sexual orientation, as part of our equal opportunities form (to the extent legally permitted)</p> <p>Completing our Equal Opportunities form is optional.</p>	<p>carry out statistical analysis and to take any necessary steps to improve equality in our workplace.</p>	<p>must be returned within 14 days from the date of request.</p> <p>If there is no request for return, the document must be destroyed after the return claim period which is 14 and 180 days from the date of employment confirmation.</p> <ul style="list-style-type: none"> If the information becomes unnecessary due to a decision not to hire the person, etc., it must be destroyed without delay (usually within 5 days).
Greenhouse	Germany Ireland USA	<p>Diversity information, including information about your ethnic background, religious beliefs, disabilities and health conditions, sexual orientation, as part of our equal opportunities form (to the extent legally permitted)</p> <p>Completing our Equal Opportunities form is optional.</p>	<p>To monitor equality of opportunity in our recruitment process, to carry out statistical analysis and to take any necessary steps to improve equality in our workplace.</p>	<p>If there is a request from the job seeker, recruitment documents must be returned within 14 days from the date of request.</p> <p>If there is no request for return, the document must be destroyed after the return claim period which is 14 and 180 days from the date of employment confirmation.</p>

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Mandatory Overseas Transfer of Sensitive Information				
Recipient (Contact Information)	Country where Recipient is Located	Items of Personal Information to be provided	Purpose for which recipient will use Personal Information	How long recipient will retain and use Personal Information
				<ul style="list-style-type: none"> If the information becomes unnecessary due to a decision not to hire the person, etc., it must be destroyed without delay (usually within 5 days)
<input type="checkbox"/> I have fully understood Ocado's explanation on the overseas transfer of your sensitive information and hereby consent.				
You have the right to refuse the overseas transfer your sensitive information by Ocado. In order to refuse the overseas transfer, please do not check the above consent checkbox or contact privacy@ocado.com . However, if you refuse the mandatory overseas transfer of your sensitive information, you may not be able to execute or maintain an employment agreement.				

10. Measures to Ensure Security of Personal Information

We have security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way, altered or disclosed. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information are subject to a duty of confidentiality.

We take the following measures to ensure security of personal information:

- Administrative measures: Establishment and operation of internal management plan, operation of dedicated organisation, regular training of employees;

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- Technical measures: Management of access rights to the personal information processing system, installation of access control system, encryption of personal information and installation and renewal of security programs;
- Physical measures: Control of access to the computer room, data storage room.

11. Additional Use and Provision

We may additionally use or provide your personal information without the consent of users after considering the below issues:

- Whether the additional use or provision of personal information is related to the original purpose of collection;
- Whether the additional use or provision of personal information is foreseeable in light of the circumstances in which personal information is collected or practices of processing personal information;
- Whether the additional use or provision of personal information unduly infringes on the interests of users; and
- Whether necessary measures have been taken to ensure security, such as pseudonymization or encryption.

12. Data Retention

How long will you use my information for?

We will normally retain your personal information for a period of six months after we have communicated to you our decision about whether to appoint you to the role, unless we are required to hold this for longer or shorter in your country. 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 applicable personal data retention policy available on the intranet.

If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately, seeking your consent to retain your personal information for a fixed period, usually two years, on that basis.

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13. Your rights in connection with personal information

Under certain circumstances, by law you have certain rights in relation to your information depending on where you are applying:

- **Request access** to your personal information (commonly known as a “data subject access request”). This enables you to receive a confirmation of whether we hold your personal information and if so, to also receive a copy of the personal information we hold about you and certain information about how we are 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 to continue 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). Please note that this is not an absolute right and that we will be able to retain certain information where we have a legal ground to do so.
- **Object to processing** of your personal information where we are relying on our legitimate interests (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. 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** that we provide certain of your personal information in a “**portable format**” (e.g. in pdf, or .csv file) and that we **transfer** this to another party.
- **Withdraw your consent** for processing of your personal information (where we rely on your consent) at any time. However, if you withdraw your consent, this will not affect the lawfulness of any processing of your personal information carried out prior to the withdrawal of your consent.
- **Complain to a supervisory authority**. You have the right to make a complaint at any time to your local supervisory authority for data protection issues (see the section below entitled ‘How to complain’).

Please note these rights may be **limited**, for example if fulfilling your request would reveal personal data about another person or if you ask us to delete information which we are required by law to keep or have compelling legitimate interests in keeping. We will inform you of the relevant exemptions upon which we rely when responding to any request you make.

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If you want to exercise any of the above rights, please contact individualrights@ocado.com. We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

14. Contact

If you have any questions or comments about the addendum or Privacy policy, need to report a problem, or if you would like us to update, amend, or exercise your rights on your personal information we have about you, please contact privacy@ocado.com.

15. HOW TO COMPLAIN

We hope that we can resolve any query or concern you raise about our use of your information and would request that you contact us in the first instance.

However, for further information about your rights and how to make a formal complaint, in the first instance, please contact the Personal Information Protection Commission ('PIPC').

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16. Consent to Collection and Use of Personal Information

PART A: Up to and including the shortlisting stage

I, upon verifying the provisions below, hereby consent to **Ocado Solutions Korea Limited** processing (collection, use, transfer, etc.) of my personal information as follows:

Ai) Consent to Collection and Use of General Personal Information

Mandatory Collection and Use		
The information we collect	How we collect the information	How we use and may share the information
Your name, contact details (for example address phone number, email address) and details of your work history (for example your CV) .	From you.	<p>To enable HR personnel or the manager of the relevant department to contact you to progress your application, arrange interviews and inform you of the outcome.</p> <p>To inform the relevant manager or department of your application.</p> <p>To keep you informed of opportunities which may be of interest, if you agree to this.</p> <p>To engage with third parties that provide services to us for the recruitment process such as background checks and screening assessments.</p>

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Mandatory Collection and Use		
The information we collect	How we collect the information	How we use and may share the information
Details of your qualifications, experience, CV, employment history including job titles, salary, notice period, and working hours and interests (if you provide us with this information).	From you, in the completed application form, CV and interview notes (if relevant).	To enable HR personnel or hiring managers in the relevant department to evaluate your application and make informed recruitment (shortlisting and hiring) decisions.
Pre-screening comments based on telephone interviews, manager interview notes and aptitude testing results and notes.	From you in your completed application form, telephone and in-person interview notes, and from relevant aptitude testing.	To enable HR personnel or hiring managers in the relevant department to evaluate your applications and make informed recruitment (shortlisting and hiring) decisions. We may use third parties to carry out such pre-screening activities on our behalf.
Details of your referees.	From your completed application form.	To carry out a fair recruitment process, verify your employment and educational background and make an informed recruitment decision. Information shared with relevant managers, HR personnel and the referee.
Video and audio recording of remote interviews.	From you during video interviewing.	Be able to review interviews which you have given remotely to our providers of recruitment related services and to make an informed decision in relation to your application.

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Mandatory Collection and Use		
The information we collect	How we collect the information	How we use and may share the information
Any of the above information	From you and where relevant, from the requesting public authority.	<p>To respond to legitimate requests for the disclosure of information, made by public authorities, law enforcement or governmental bodies or under a court order.</p> <p>To respond to complaints, to protect our legal rights and to establish, exercise or defend legal claims relating to our recruitment process.</p>

I have fully understood Ocado’s explanation on the collect and use of general personal information and hereby consent.

You have the right to refuse the collection and use of your general personal information by the Company as set forth above. However, if you refuse the mandatory collection and use of your general personal information, you may not execute or maintain an employment agreement.

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Aii) Consent to Collection and Use of Sensitive information

Mandatory Collection and Use		
The information we collect	How we collect the information	How we use and may share the information
<p>Diversity information, including information about your ethnic background, religious beliefs, disabilities and health conditions, sexual orientation, as part of our equal opportunities form (to the extent legally permitted)</p> <p>Completing our Equal Opportunities form is <u>optional</u>.</p>	<p>From you, when you select to complete our Equal Opportunities form as part of your application.</p>	<p>To monitor equality of opportunity in our recruitment process, to carry out statistical analysis and to take any necessary steps to improve equality in our workplace.</p> <p>We do not use diversity and inclusion information to take decisions affecting you and your application.</p>
<p>Period of Retention and Use</p>	<p>Unless otherwise obligated by applicable laws and regulations to preserve your personal information, Ocado will retain and use your personal information during the period of your employment with Ocado. If you resign, your personal information will be retained for 3 years from the date of resignation within the necessary scope for the purpose of issuing various certificates.</p>	
<p>You have the right to refuse the collection and use of your sensitive information by the Company as set forth above. However, if you refuse the mandatory collection and use of your sensitive information, you may not execute or maintain an employment agreement.</p>		
<p><input type="checkbox"/> I have fully understood Ocado’s explanation on the collection and use of unique identification information and hereby consent.</p>		

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PART B - Before making a final decision to recruit

Bi) Consent to Collection and Use of General Personal Information

Mandatory Collection and Use		
The information we collect	How we collect the information	How we use and may share the information
Information about your previous academic and/or employment history, from references obtained about you from previous employers and/or education providers (if you provide us with them).	From your referees (details of whom you will have provided).	To verify the information you have provided and to verify your academic and/or employment history by contacting your referees, and to make an informed recruitment decision. Information is shared with relevant managers and HR personnel.
Information regarding your academic and professional qualifications *	From you, or where permissible, from your education provider, and/or from the relevant professional body.	To carry out a fair recruitment process and to make an informed recruitment decision. Information shared with relevant managers and HR personnel.
A copy of your driving licence and relevant driving checks and driving assessment comments – if driving skills are required for the position you are applying *	From you	Used to make an informed recruitment decision. To ensure that you have a clean driving licence. Information may be shared with our insurer.

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Mandatory Collection and Use		
The information we collect	How we collect the information	How we use and may share the information
Any of the above information.	From you and where relevant, from the requesting public authority.	<p>To respond to legitimate requests for the disclosure of information, made by public authorities, law enforcement or governmental bodies or under a court order.</p> <p>To respond to complaints, to protect our legal rights and to establish, exercise or defend legal claims relating to our recruitment process.</p>

I have fully understood Ocado's explanation on the collection and use of general personal information and hereby consent.

You have the right to refuse the collection and use of our general information by Ocado as set forth above. However, if you refuse the mandatory collection of your general personal information, you may not execute or maintain an employment agreement.

You are required to provide the categories of information marked "*" above to enable us to verify your right to work and suitability for the position.

Recruitment Privacy Policy for South Korea

I hereby accept and agree that any and all information and data, including but not limited to all electronic files such as e-mails and computer files (the “**IT Data**”) processed or transmitted through all telecommunications systems, information processing devices, information storage devices (including but not limited to CD-ROM, DVD, USB memory, CD, external HDD) of which the Company permits me to use, or provides all or part of the usage fee, and e-mail accounts (collectively the “**Electronic Media System**”) are assets of the Company.

I accept and agree that Ocado and any third party delegated by the Company may, for the purpose of Compliance Activities and Monitoring Activities, review the IT Data, documents etc. within Electronic Media Systems, office area and supplies, and that such review may include examining log records (user of office communication means, time of use, contents of transmitted information, attachments, etc.) as well as accessing, searching, extracting, restricting, controlling, copying or delivering information.

I have carefully read and fully understood the above information. Because I expressly consent of my own free will, I hereby affix my signature below.

Name:	
Job Title:	
Signature:	
Date:	