

# NOTICE OF PERSONAL DATA PROCESSING FOR APPLICANTS

Notice of Personal Data Processing for applicants, references providers, and other data subjects involved in the recruitment process

**Table of Development of Notice Versions**

Version	Effective Date	Information Class
1.0	01.03.2024.	Public
2.0	06.01.2026.	Public

## 1. Information about the Controller

### Agrova companies in Latvia

- Joint-stock company **Agrova International**, registration number 40203684440, address: Malduguņu Street 4, Mārupe, Mārupe Municipality, LV-2167, Latvia;
- Joint stock company **Agrova Baltics**, registration number 50203047991, address: Malduguņu Street 4, Mārupe, Mārupe district, LV-2167, Latvia;
- Limited liability company **Alūksnes putnu ferma**, registration number 43203003333, address: "Putni", Ziemera parish, Alūksnes district, LV-4301, Latvia;
- Limited liability company **APF Trading**, registration number 50203051041, address: Malduguņu Street 4, Mārupe, Mārupe district, LV-2167, Latvia;
- Limited liability company **Oluksne**, registration number 50203050741, address: "Putni", Ziemera parish, Alūksnes district, LV-4301, Latvia;
- Limited Liability Company **Agrova Energy**, registration number 40203352847, address: 4 Malduguņu Street, Mārupe, Mārupe district, LV-2167, Latvia;
- Limited liability company **Preiļu putni**, registration number 40203289853, address: Malduguņu Street 4, Mārupe, Mārupe district, LV-2167, Latvia.

### Agrova companies in the United Kingdom

- **Agrova UK Holdings Limited**, registration number 16755986, address: 3 Waterfront Business Park, Dudley Road, Brierley Hill, West Midlands, England, DY5 1LX;
- **Holdco SPF Limited**, registration number 14763089, address: Eltham House, 6 Forest Road, Loughborough, Leicestershire, England, LE11 3NP;
- **Sunrise Eggs Holdings Limited**, registration number 09818212, address: Eltham House, 6 Forest Road, Loughborough, Leicestershire, England, LE11 3NP;
- **Sunrise Poultry Farms Limited**, registration number 01135442, address: Eltham House, 6 Forest Road, Loughborough, Leicestershire, England, LE11 3NP;

## 2. Controller's contact information

The Controller's contact information for communication on all Personal Data processing and protection issues is as follows:

- postal address - 4 Malduguņu Street, Mārupe, Mārupe district, LV-2167, Latvia;
- e-mail address – [info@agrova.com](mailto:info@agrova.com)
- telephone +371 20 017 455

### **3. General provision**

- 3.1. This Data Processing Notice under recruitment process (hereafter – Notice) provides information on how the Personal Data controller Agrova Group (hereafter – Controller) processes your Personal Data, if you plan to submit and/or have submitted your CV and/or application for recruitment in order to become an employee of an Agrova Group company or if your Personal Data comes into the possession of the Controller in relation to recruitment.
- 3.2. The Controller has developed this Notice in order to - in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (hereinafter referred to as the Regulation) as well as the UK GDPR and the Data Protection Act 2018 applicable in the United Kingdom, insofar as it applies to the processing of data by Agrova companies in the United Kingdom or the transfer of personal data between the European Union and the United Kingdom - explain to recruitment candidates in a transparent and understandable manner the actions taken by the Controller with the candidates' personal data. The Controller provides information on the purpose of data processing, legal basis, informs candidates about their rights and obligations in relation to the processing of their personal data.
- 3.3. The Notice applies to Personal Data processing regardless of the form and/or in which data environment you provide Personal Data (in paper format, electronically, using social networks or by phone) and in which the Controller's systems or paper form data are processed.
- 3.4. This Notice applies only to the processing of Personal Data of private persons during Controller's recruitment process.
- 3.5. This is the current version of the Notice. The Controller reserves the right to make amendments and update this notice as necessary. Changes and additions to this Notice are effective from the moment of notification.
- 3.6. In case of discrepancies between different language versions of this Notice, the version in the Latvian language shall prevail.
- 3.7. Inquiries and requests concerning Personal Data processing can be addressed to the Controller using the contact information provided in Article 2 of this Notice.

### **4. Purpose and legal basis for Personal Data processing**

- 4.1. Personal data processing is carried out to ensure the Controller's recruitment processes and to ensure legal interests, to certify the recruitment process's compliance with regulatory requirements. The Controller will process the data provided in your CV and/or application (evaluate the provided information, contact you using your provided contact information, plan recruitment interviews with you, organize assessment of knowledge and skills (e.g., tests, tasks) in order to assess your suitability for the requirements of particular position, obtain references from persons you have indicated, prepare the necessary documentation for evaluating the your recruitment process results and carry out other actions that arise from this Personal Data processing purpose.

- 4.2. You have the free choice to participate in the announced personnel recruitment process. Your application for the vacant position will be considered as consent to Personal Data processing. Your application will not be considered if you choose not to provide your Personal Data. You are responsible for the correctness of the submitted documents and provided information, as specified by law.
- 4.3. The legal basis for the processing of your Personal Data is under Article 6(1)(c) of the Regulation (processing is necessary to fulfil a legal obligation applicable to the Controller) and Article 6(1)(a) (the data subject has given consented to the processing of their data, which is expressed by the submission of their data for the personnel recruitment process).
- 4.4. To ensure legal interests, processed Personal Data may be used to resolve objections expressed to the Controller regarding the legal conduct of the recruitment process.

## **5. What Personal Data does the Controller process?**

- 5.1. Personal data is any information relating or potentially relating to you, it includes all the information contained in your submitted CV (e.g., your name, surname, personal identification number, address, phone number, email address, date of birth, work and education/study information, language skills, additional competencies, interests and hobbies, or other identifying information you have provided), the way in which you submitted your application.
- 5.2. The Controller also processes all information included in your submitted cover letter (or similar document, for example, regarding your reasons for applying for the specific vacancy).
- 5.3. Additionally, the Controller processes information from persons (previous workplaces) on references about you if you have provided a consent to the acquisition of such information. By indicating contact persons for references in your CV, you confirm that you have agreed to provide this contact information to the Controller as your potential employer.
- 5.4. The information you provide during job interviews, completed tests, and other assessment tasks are also considered your Personal Data.

## **6. Storage of Personal Data**

- 6.1. Your Personal Data will be stored for 6 months after the end of the recruitment process, except in cases where the Controller defends its legal interests. In such a case, Personal Data will be deleted after the conclusion of the legal interest defence process. You may request the earlier deletion of Personal Data.
- 6.2. If you gave consent to the use your Personal Data information for further recruitment, if any, it is stored for 1 year or until the withdrawal of consent.
- 6.3. If a work agreement is concluded with you as a result of recruitment process, the information obtained during the recruitment is stored together with your employee information (personal file) for the respective storage period
- 6.4. Upon the occurrence of conditions that ceases legal basis for further storage of Personal Data, your Personal Data will be deleted or destroyed.

## **7. Your rights regarding Personal Data processing**

- 7.1. You are informed about the Personal Data processing specified in this Notice publicly, by visiting the website [www.agrova.com](http://www.agrova.com), where you can familiarize yourself with this Notice, and the information may be placed at the specific job vacancy, provided before or during an interview (for example, about specific aspects of Personal Data processing). The Controller assumes that candidates are informed about the Personal Data processing during recruitment process by studying this Notice. More detailed information can be obtained by writing to the email address indicated in the Notice.
- 7.2. You have the right at any time to choose to give or not to give consent for your Personal Data processing, as well as to withdraw your consent easily and conveniently at any time by contacting us, without affecting the processing of Personal Data before the moment of withdrawal.
- 7.3. You can exercise the data subject's rights provided in the regulations, (including the right to receive information about your data, object to processing, use legitimate interests), submit a request for data correction, deletion, restriction, or transfer, and if necessary, submit a complaint to the supervisory authority on Personal Data processing issues. These rights are exercisable to the extent that Personal Data processing does not result from the Controller's obligations imposed by law.

## **8. Transfer and accessibility of Personal Data**

- 8.1. The Controller takes all necessary measures to ensure the accuracy, completeness, and timeliness of the processed data.
- 8.2. Recipients of Personal Data may be authorized employees of the Controller, according to the extent of their work duties, adhering to the requirements set in Personal Data protection and other regulatory acts. To protect Personal Data from loss, misuse, alteration, or destruction, the Controller grants access to Personal Data only to the extent necessary for the execution of work.
- 8.3. If objections are received regarding the respective recruitment process, the information obtained and processed in that process may be transferred to legal service providers, law enforcement or supervisory authorities, and courts.
- 8.4. The Controller is obliged to provide information about the processed Personal Data in the following cases:
  - 8.4.1. to law enforcement agencies, courts, or other state and municipal institutions if it arises from regulatory acts and the relevant institutions have the right to the requested information;
  - 8.4.2. if the respective third party needs to be provided with Personal Data within the framework of a concluded contract to perform a function necessary for contract fulfilment (e.g., recruitment and/or interviews conducted by recruitment companies and consultants; realization of the Controller's legitimate interests);

- 8.4.3. according to the clear and unambiguous request of the Data Subject (for example, for contact persons providing references);
  - 8.4.4. for the protection of legitimate interests, for example, in approaching courts or other state institutions against a person who has infringed upon the Controller's legal interests.
- 8.5. It is not intended to transfer Personal Data to recipients outside the European Union or European Economic Area countries.