



Applicant Privacy Notice

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FORMULA ONE MANAGEMENT LIMITED

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1. Introduction

- 1.1. Formula 1 (“we”, “us” and “our”) is committed to protecting the privacy and security of your personal information.
- 1.2. This applicant privacy notice (the “Privacy Notice”) describes how we collect and use personal information about you during the process of applying for a role with us, which will always be in accordance with applicable law.
- 1.3. We are the “data controller” of your personal data. This means that we are responsible for deciding how we hold and use personal information about you. We are required by applicable data protection law to provide you with the information contained in this Privacy Notice.
- 1.4. It is important that you read this notice, so that you are aware of how and why we are using such information.

2. Scope

- 2.1. Formula 1 means every company in our group, being Delta Topco Limited and its subsidiaries, including Formula One Management Limited, Formula Motorsport Limited, Formula One World Championship Limited, Formula One Marketing Limited, Formula One Hospitality and Event Services Limited, Formula One Digital Media Limited and Formula One Research, Engineering and Development Limited.
- 2.2. This notice applies to all applicants for roles at F1. This notice does not form part of any contract of employment or other contract to provide services.
- 2.3. We may update this notice from time to time.

3. Data protection principles

- 3.1. We will comply with the provisions of applicable data protection law. This means that the personal information we hold about you must be:
 - 3.1.1. Used lawfully, fairly and in a transparent way;
 - 3.1.2. Collected only for valid purposes that we have explained to you and not used in any way that is incompatible with those purposes;
 - 3.1.3. Relevant to the purposes we have told you about and limited to those purposes;
 - 3.1.4. Accurate and kept up to date;
 - 3.1.5. Kept only as long as necessary for the purposes we have told you about; and
 - 3.1.6. Kept securely.

4. The information we hold about you

- 4.1. Personal information, or personal data, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).
- 4.2. There are “special categories” of more sensitive personal data which require a higher level of protection under data protection law.
- 4.3. We may collect, store, and use the following categories of personal information about you:
 - 4.3.1. Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses;
 - 4.3.2. Date of birth;
 - 4.3.3. Gender;
 - 4.3.4. Current salary and salary expectations;
 - 4.3.5. Availability, including current notice period (if applicable) and upcoming annual leave;
 - 4.3.6. Employment references, including performance and disciplinary records;
 - 4.3.7. Recruitment information included in a CV or cover letter or as part of the application process;
 - 4.3.8. Employment records (including job titles, work history, working hours, training records and professional memberships);
 - 4.3.9. Profile photographs uploaded as part of the application process.
- 4.4. We may also collect, store and use the following “special categories” of more sensitive personal information:
 - 4.4.1. Information regarding disabilities and any associated workplace adjustments that may be required;
 - 4.4.2. Information about criminal convictions and offences; and
 - 4.4.3. Right to work documentation (for example, copy of passport, including all of the information held on the photo page).

5. How your personal information is collected

- 5.1. We collect personal information about applicants through the recruitment process, either directly from candidates or sometimes from an employment agency or background check provider. We may also collect additional information from third parties including former employers, credit reference agencies or background check agencies.

- 5.2. In addition, we may collect information about applicants from social media, where such collection is relevant to the performance of the job being applied for.

6. How we will use information about you

- 6.1. We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

6.1.1. Where you have requested that we do something – i.e. process your application – with a view to entering in to a contract (referred to as “a” below);

6.1.2. Where we need to comply with a legal obligation (referred to as “b” below); and/or

6.1.3. Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests (referred to as “c” below).

- 6.2. We may also occasionally use your personal information in the following situations:

6.2.1. Where we need to protect your interests (or someone else’s interests); and/or,

6.2.2. Where it is needed in the public interest, or for official purposes.

- 6.3. The situations in which we will use your personal information are listed below, and we have indicated by the use of lettering, as referred to in Clause 6.1 above, the purpose(s) for which we are processing or will process your personal information:

6.3.1. Making a decision about your recruitment or appointment – a.

6.3.2. Determining the terms on which you may work for us – a.

6.3.3. Checking you are legally entitled to work in the UK – a. and b.

6.3.4. Education, training and development requirements – a.

6.3.5. Dealing with legal disputes involving you, or other employees, workers and contractors, including accidents at work – b. and c.

6.3.6. Complying with health and safety obligations – b. and c.

6.3.7. To prevent fraud – b. and c.

6.3.8. To conduct data analytics studies to review and better understand the recruitment process – c.

6.3.9. Gender equal opportunities monitoring – b. and c.

- 6.4. Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal information.

- 6.5. If you fail to provide personal information when requested, we may be prevented from

complying with our legal obligations (such as to ensure the health and safety of our workers).

- 6.5 We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.
- 6.6 Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

7. How we use particularly sensitive personal information

- 7.1. "Special categories" of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. We may process special categories of personal information in the following circumstances:
- 7.1.1. In limited circumstances, with your explicit written consent (referred to as "d" below);
 - 7.1.2. Where we need to carry out our legal obligations or exercise rights in connection with employment (referred to as "e" below); and/or
 - 7.1.3. Where it is needed in the public interest, such as for equal opportunities monitoring (referred to as "f" below).
- 7.2. Occasionally, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.
- 7.3. The situations in which we will use your sensitive personal information are listed below, and we have indicated by the use of lettering, as referred to in Clause 6.1 and 7.1 above, the purpose(s) for which we are processing or will process your sensitive personal information:
- 7.3.1. We will use information relating to any disabilities you may have to make appropriate adjustments to the work environment or during the interview process if necessary – b. / e.
 - 7.3.2. We will use information relating to criminal convictions and offences to make decisions about your recruitment and appointment (see section 8 below) – c. / e.
 - 7.3.3. We will use information relating to your right to work in the UK to comply with employment and other laws – b. / e.
- 7.4. If we use special categories of your personal information in accordance with our written

policy to carry out our legal obligations or exercise specific rights in the field of employment law. In limited circumstances, we may approach you for your written consent to allow us to process certain particularly sensitive data. If we do so, we will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent. You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

8. Information about criminal convictions

- 8.1. We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our Data Protection Policy.
- 8.2. Occasionally, we may use information relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.
- 8.3. We will only collect information about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so. Where appropriate, we will collect information about criminal convictions as part of the recruitment process. Where appropriate and depending on the type of role (primarily in relation to financial and legal professional roles), we will use information about criminal convictions and offences in the following ways:
 - 8.3.1. Making a decision about your recruitment or appointment.
- 8.4. We are allowed to use your personal information in this way and in accordance with applicable law and regulations. We have in place an appropriate policy and safeguards which we are required by law to maintain when processing such data.

9. Automated decision-making

- 9.1. Automated decision-making takes place when an electronic system uses personal information to make a decision without human intervention. We are allowed to use automated decision-making in the following circumstances:
 - 9.1.1. Where we have notified you of the decision and given you 21 days to request a reconsideration;
 - 9.1.2. In limited circumstances, with your explicit written consent and where appropriate measures are in place to safeguard your rights.
- 9.2. If we make an automated decision on the basis of any particularly sensitive personal

information, we must have either your explicit written consent or it must be justified in the public interest, and we must also put in place appropriate measures to safeguard your rights.

- 9.3. You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making, unless we have a lawful basis for doing so and we have notified you.

10. Data sharing

- 10.1. We may have to share your data with third parties, including third-party service providers and other entities in the Formula 1 group.
- 10.2. We require third parties to respect the security of your data and to treat it in accordance with the law.
- 10.3. We may transfer your personal information outside the EU. However, if we do, you can expect a similar degree of protection in respect of your personal information.
- 10.4. We will share your personal information with third parties where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so, as follows:
- 10.4.1. "Third parties" includes third-party service providers (including contractors and designated agents) and other entities within our group.
- 10.4.2. The following third-party service providers process personal information about you for the following purposes:
- 10.4.2.1. Workday (for the purposes of recruitment and selection).
- 10.5. Our third-party service providers 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.

11. Data security

- 11.1. We have put in place measures to protect the security of your information. Third parties will only process your personal information on our instructions and where they have agreed to treat the information confidentially and to keep it secure.
- 11.2. 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. 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.

- 11.3. 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.

12. Data retention

- 12.1. We will only retain your personal information for as long as reasonably necessary to fulfil the purposes we collected it for. Personal data collected during the recruitment process will be retained for a period of 12 months from the date you last login to our recruitment portal.
- 12.2. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.
- 12.3. In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you. Once you are no longer an applicant of the company we will retain and securely destroy your personal information in accordance with our Data Retention Policy.

13. Rights of access, correction, erasure, and restriction

- 13.1. It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during the recruitment process.
- 13.2. Under certain circumstances, by law you have the right to:
- 13.2.1. **Request access** to your personal information (commonly known as 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.
 - 13.2.2. **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.
 - 13.2.3. **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).

13.2.4. **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 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.

13.2.5. **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.

13.2.6. **Request the transfer** of your personal information to another party.

13.3. If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please do so via our careers portal (<https://careers.formula1corporate.com/>) or contact the Recruitment team in writing (recruitment@f1.com).

13.4. You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

13.5. We may need to request specific information from you to help us confirm your identity and ensure your right to access the 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. Right to withdraw consent

14.1. In the circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please do so via our careers portal (<https://formulaone.wd3.myworkdayjobs.com/F1>) or contact the Recruitment team in writing (recruitment@f1.com). Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

15. Data protection contacts

15.1. If you have any questions about this Privacy Notice or how we handle your personal information, please contact:

- The Recruitment team at recruitment@f1.com; or
- Data Protection Team at datateam@F1.com.

15.2. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

15.3. To comply with the General Data Protection Regulation ((EU) 2016/679) we have appointed a European Union representative. If you wish to contact them, they can be reached at: Bird & Bird GDPR Representative Services Ireland, Deloitte House, 29 Earlsfort Terrace, Dublin 2, D02 AY28 and EUrepresentative.Formula1@twobirds.com.

16. Changes to this Privacy Notice

16.1. We reserve the right to update this Privacy Notice at any time, and we will provide you with a new Privacy Notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.