

**McDonald's Restaurants Limited ("McDonald's")**  
**Candidate Privacy Statement**

**INTRODUCTION**

We are committed to protecting the personal data of McDonald's and its franchisees' job applicants. This statement sets out important information about how your personal data is collected and used during the course of the application and recruitment process.

**SCOPE**

This statement applies to prospective employees located in Ireland applying for roles with McDonald's or at a McDonald's restaurant operated by a franchisee.

If you are applying for a role at a restaurant operated by McDonald's, the relevant data controller for the purposes of this statement is Mc Donald's Restaurants of Ireland Limited of First and Second Floor Office Suites, 14/15/16 Mary Street, Dublin, Ireland.

If you are applying for a role at a restaurant operated by a franchisee, your data will also be shared with and used by that franchisee for the recruitment process and that franchisee will be the data controller. Whilst our franchisees are independent operators, the content of this statement will apply equally to the franchisee's use of your data and where a franchisee is the data controller any reference to McDonald's shall be construed as a reference to the relevant franchisee.

If you are applying for a role at a restaurant operated by a franchisee, McDonald's Restaurants of Ireland Limited is also the data controller of any information you choose to provide on the equal opportunities monitoring section of the application form.

**WHAT PERSONAL DATA DO WE COLLECT?**

Personal data means information which identifies you and relates to you as an individual. McDonald's will collect, use and store your personal data for a wide variety of reasons in connection with the application and recruitment process. We have set out below the main categories of candidate personal data which we process in connection with our recruiting activities on a day to day basis:

- personal contact information (including your preferred and legal names, address, country, telephone number and email address)\*
- date of birth\*
- legal gender\*
- work history and other relevant experience including information contained in a CV, cover letter or job application form \*
- current employment status, career history and other relevant work experience
- education information including qualifications and certifications awarded, transcripts and other
- information provided in support of the job application
- information collected during phone screenings and interviews\*
- details regarding the type of employment sought, desired pay/salary, willingness to relocate, job preferences, and other information related to compensation and benefits
- reference information and information received from background checks (where applicable) including information provided by third parties\*

- information related to previous applications to us or previous employment history with us
- documents evidencing your right to work (including information about your immigration status where relevant)\*
- information regarding whether you need assistance throughout the recruitment process and/or to perform duties for the role\*
- Statistical data on various application channels e.g. the careers website, 'text to apply' or 3<sup>rd</sup> parties such as Amazon's Alexa

The personal data to be provided by you and identified with \* above is mandatory in connection with our recruiting activities. Failure to provide mandatory personal data may affect our ability to accomplish the purposes stated in this statement, including considering your suitability for employment and/or entering into an employment contract with you.

The list set out above is not exhaustive, and there may be other personal data which McDonald's collects, stores and uses in the context of the application and recruitment process. McDonald's will update this statement from time to time to reflect any notable changes in the categories of personal data which it processes.

The majority of the personal data which we process will be collected directly from you. However, your personal data may also be provided to us by third parties such as recruitment agencies, background vetting specialists and psychometric assessment providers.

#### **REFERENCING AND VETTING**

As part of our referencing and vetting procedures, we will contact certain third parties in order to verify your personal information (including personal information that you provide as part of the application and recruitment process). These third parties may include:

- background vetting specialists to check your eligibility to work
- former employers in order to verify your previous employment history
- universities and/or other establishments for higher education that you attended in order to verify your education history

We will specifically inform such candidates that we will be contacting these third parties in advance of doing so.

#### **HOW DO WE USE YOUR PERSONAL DATA?**

McDonald's uses your personal data for a variety of purposes in order to take steps necessary to enter into an employment contract with you or for our franchisees to enter into an employment contract with you, to comply with legal obligations or otherwise in pursuit of our legitimate business interests. We have set out below the main purposes for which candidate personal data is processed:

- to send automated updates via SMS and/or email throughout your recruitment process
- to ensure you are able to opt out of any automated updates in respect of your recruitment application
- to send you the links to our careers website and/or job search page if you use technologies such as Amazon's Alexa
- to identify and evaluate job applicants, including assessing skills, qualifications and experience
- to verify candidate information to prevent fraud
- to communicate with you about the recruitment process and your application

- to keep records relating to our hiring practices
- to comply with our legal, regulatory, or other corporate governance requirements
- for the purposes of conducting data analytics to review and better understand the operation of our recruitment processes

Again, this list is not exhaustive and McDonald's may undertake additional processing of personal data in line with the purposes set out above. McDonald's will update this statement from time to time to reflect any notable changes in the purposes for which its processes your personal data.

### **WHAT SPECIAL CATEGORIES OF PERSONAL DATA AND CRIMINAL RECORD INFORMATION DO WE PROCESS?**

Certain categories of data are considered "special categories of personal data" and, as well as criminal record information, are subject to additional safeguards. McDonald's limits the special categories of personal data which it processes as follows:

- Health Information

We may process information about a candidate's physical or mental health in compliance with our legal obligations, including our obligations owed to disabled employees and night workers.

We will always treat information about health as confidential and it will only be shared internally where there is a specific and legitimate purpose to do so. We have implemented appropriate physical, technical, and organisational security measures designed to secure your personal data against accidental loss and unauthorised access, use, alteration, or disclosure.

If a candidate is successful, any health information processed as part of the recruitment process that is relevant to McDonald's compliance with its obligations in connection with employment will be retained and processed in accordance with the Employee Privacy Statement.

If a candidate is unsuccessful, any health information obtained as part of recruitment process will be held in accordance with McDonald's data retention policy.

- Equal Opportunities Monitoring

McDonald's is committed to providing equal opportunities for employment and progression to all of its employees and from time to time it will process information relating to ethnicity, gender identity, sexual orientation, age, disability and socioeconomic background, for the purposes of equal opportunities monitoring.

We have implemented appropriate physical, technical, and organisational security measures designed to secure your personal data against accidental loss and unauthorised access, use, alteration, or disclosure. In addition, this monitoring will always take place in accordance with appropriate safeguards as required under applicable law, including that:

- the provision of information relating to ethnicity, gender identity, sexual orientation, age, disability and socioeconomic background will be voluntary and processed for this purpose only with your consent;
- wherever possible, the monitoring will be conducted on the basis of using anonymised data so individual candidates cannot be identified.

Any data relating to equal opportunities monitoring obtained as part of recruitment process will be held in accordance with McDonald's data retention policy.

- **Criminal Record Information**

Given the nature of our business and in compliance with our obligations in connection with employment, we ask candidates to disclose information relating to their criminal record history as part of the application process, save as permitted by the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016.

We will always treat criminal record history as confidential and it will only be shared internally where there is a specific and legitimate purpose to do so. We have implemented appropriate physical, technical, and organisational security measures designed to secure your personal data against accidental loss and unauthorised access, use, alteration, or disclosure.

If a candidate is unsuccessful, criminal record information obtained as part of recruitment process will be held in accordance with McDonald's data retention policy. If a candidate is successful, criminal record information will become part of your employment record.

#### **WHEN DO WE SHARE EMPLOYEE PERSONAL DATA?**

McDonald's will share employee personal data with other parties only in limited circumstances in order to take steps necessary to enter into the employment contract or where necessary to comply with a legal obligation, or otherwise in pursuit of its legitimate business interests as follows:

- background vetting specialists
- occupational health providers
- the Revenue Commissioners and/or any other applicable government body
- accountants, lawyers and other professional advisers
- our franchisees (if the restaurant in which you have applied for a role is operated by one of our franchisees)

In such cases, the employee personal data is shared under the terms of a written agreement between McDonald's and the third party which includes appropriate security measures to protect the personal data in line with this statement and our obligations. The third parties are permitted to use the personal data only for the purposes which we have identified, and not for their own purposes, and they are not permitted to further share the data without our express permission.

Like many global businesses, we have both centralised and outsourced various aspects of our business to improve how we manage and administer our human resources program. As a result, and in order to provide you with the services in this statement, your information is transferred and stored on servers located in the United States, which are managed by our third party service provider.

#### **FOR HOW LONG WILL MY PERSONAL DATA BE RETAINED?**

McDonald's policy is to retain personal data only for as long as needed to fulfil the purpose(s) for which it was collected, or otherwise as required under applicable laws and regulations. Under some

circumstances we may anonymise your personal data so that it can no longer be associated with you. We reserve the right to retain and use such anonymous data for any legitimate business purpose without further notice to you.

For unsuccessful candidates we will retain personal data collected during the recruitment process in accordance with McDonald's data retention policy.

If you are offered and accept employment with us, the personal data we collected during the application and recruitment process will also become part of your employment record and we may use it in connection with your employment in accordance with the Employee Privacy Statement.

If you are offered and accept employment with a franchisee, the personal data we collected during the application and recruitment process will also be passed to the franchisee to use in connection with your employment in accordance with its policies and practices.

If you use third party technologies such as Amazon's Alexa or Google Assistant to begin your application, we will send you a text message to our job application site. Your personal data that you provide via Amazon's Alexa or Google Assistant will be deleted within one day of the text message being sent. Statistical data relating to the use of Amazon's Alexa or Google Assistant will be deleted within five days of the text message being sent.

If you then submit your application via our job application site, your data will be retained in line with our general retention policy set out above.

#### **WHAT ARE MY RIGHTS IN RELATION TO MY PERSONAL DATA?**

McDonald's will always seek to process your personal data in accordance with its obligations and your rights. You will not be subject to hiring decisions based solely on automated data processing without your prior consent.

In certain circumstances, you have the right to seek the erasure or correction of your personal data, to object to particular aspects of how your data is processed, and otherwise to seek the restriction of the processing of your personal data. You also have the right to request the transfer of your personal data to another party in a commonly used format. If you have any questions about these rights, please contact the People Services Helpdesk in the first instance using the details set out below, or the franchisee of the restaurant you are applying to if this is operated by a franchisee.

You have a separate right of access to your personal data processed by McDonald's and its franchisees. You may be asked for information to confirm your identity and/or to assist McDonald's to locate the data you are seeking as part of McDonald's response to your request. If you wish to exercise your right of access you should set out your request in writing to the People Services Helpdesk using the details set out below or the franchisee of the restaurant you are applying to if this is operated by a franchisee.

Finally, you have the right to raise any concerns about how your personal data is being processed with the Data Protection Commission (DPC) by going to the DPC's website: <https://forms.dataprotection.ie/contact> or contacting the DPC on 01 7650100 or 1800437 737.

#### **WHERE CAN I GET FURTHER INFORMATION?**

If you would like further information about the matters set out in this statement, please contact the People Services Helpdesk at [peopleserviceshelpdesk@uk.mcd.com](mailto:peopleserviceshelpdesk@uk.mcd.com) or the franchisee of the restaurant you are applying to if this is operated by a franchisee.