

JOY GLOBAL UK LIMITED PRIVACY NOTICE – CANDIDATES

We are committed to protecting the privacy and security of your personal information. This privacy notice describes how we collect, store and use personal information about you during our recruitment and selection process. If you join us then we have an additional privacy notice relating to our employees and their working relationship with us.

WHO ARE WE?

"We", "our" or "us" means **Joy Global UK Limited (part of the Komatsu Mining Corp. group)**. Our company no. is 02546087. Our registered office is at Unit B2, Bridgewater Avenue, Bolton, Greater Manchester, England, BL5 1EE. We are the controller of your personal information. This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

Our Local Privacy Officer can be contacted at LPO.UK@global.komatsu. If you have any questions about this privacy notice or the ways in which we use your personal information, please contact our Local Privacy Officer at LPO.UK@global.komatsu or our HR Manager.

WHAT DOES THIS PRIVACY NOTICE APPLY TO?

- This privacy notice sets out how we use your personal information during our recruitment and selection process. It is important that you read this notice so that you are aware of how and why we are using the personal information we are collecting, storing and using about you. Your rights over your personal information and how to exercise those rights is also set out in this privacy notice. It does not form part of any contract of employment or other contract to provide services. We may update this notice at any time.
- We have a separate privacy notice that sets out how we use your personal information if you join us as an employee.
- We carry out new starter medicals for all candidates who accept a job with us. The privacy notice relating to these will be made available to you when visiting the occupational health practitioner. You may request a copy of it in advance of the medical if you would prefer. Please contact our Local Privacy Officer or our HR Manager (see above for contact details) for this.

NAVIGATION

This privacy notice answers the following – please click on the links below to take you directly to the relevant section:

- [What personal information do we collect about you, how do we use it, and what is our legal basis for doing so during the application and interview stage?](#)
- [What personal information do we collect about you, how do we use it, and what is our legal basis for doing so during the job offer, verification and vetting stage?](#)
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WHAT PERSONAL INFORMATION DO WE COLLECT ABOUT YOU, HOW DO WE USE IT, AND WHAT IS OUR LEGAL BASIS FOR DOING SO?

The Application and Interview Stage

Personal information we collect about you

We will collect, store and use the following personal information about you as part of the application and interview stage:

Personal information you give us:

We collect, store and use the following personal information:

- the personal information you have given us in your CV and covering letter;
- the personal information you have provided on your application form; and
- any personal information you provide to us during an interview.

This personal information will include your name, nationality, date of birth, contact telephone number, email address, address, information provided on your CV, photographs provided to us, any notes which we make on you during your interview, information about your right to work in the UK (should a job be offered), your employment history, and certifications/qualifications.

We may also collect, store and use the following “special categories” of more sensitive personal information:

- information about your health, including any medical condition or disability where this relates to the specific role applied for or where necessary to make reasonable adjustments for you at an interview.

Personal information we receive from other sources:

We collect, store and use personal information given to us by recruitment agencies (if relevant). This information may include personal information your name, nationality, date of birth, contact telephone number, email address, address, information provided on your CV, photographs provided to us, any notes which we make on you during your interview, information about your right to work in the UK (should a job be offered), your employment history, and certifications/qualifications.

It may also include “special categories” of more sensitive personal information, which could include:

- information about your health, including any medical condition or disability.

Our purposes

We use the above personal information to:

- comply with our employment law and other obligations to comply with laws;
- assess your skills, qualifications and suitability for the role;
- determine whether to interview you;
- arrange and conduct interviews (where applicable);
- communicate with you about the recruitment and selection process;

- decide and communicate the outcome of your application;
- deal with any legal disputes involving you; and
- keep records relating to our hiring processes.

We use your sensitive personal information as follows:

- to make reasonable adjustments at an interview (where necessary);
- to evaluate your fitness to work; and
- to investigate and deal with any legal disputes or claims.

Our legal basis

Under data protection law we must have a legal basis to use your personal information. We have set these out below.

Our legal basis for the purposes set out above is that it is necessary for the purposes of our legitimate interests and for compliance with legal obligations to which we are subject. Where our legal basis is legitimate interests, it is in our legitimate interests to collect, use and store the personal information set out above to effectively manage the recruitment process, to consider your application, to contact you in relation to the role that you have applied for, to invite you to an interview, to ensure that our staff are suitable and have appropriate skills and qualifications to carry out their role and to ensure that reasonable adjustments are in place for you to be able to participate in our recruitment and selection process. We balance our use of your personal information against your interests, rights and freedoms and consider that this use of your personal information is proportionate because we limit our use of your personal information to that which is necessary for these purposes.

Job Offer, Verification and Vetting Stage

Personal information we collect about you

Once we have offered you a job we will collect, store and use the following personal information about you as part of the verification and vetting stage of our recruitment and selection process:

Personal information you give us:

We will collect, store and use the following “special categories” of more sensitive personal information:

- a copy of your passport or other forms of identification and documentation relating to your right to work in the UK (which includes information relating to race, national or ethnic origin);
- information about your health, including any medical condition or disability where this relates to the specific role applied for. This information is collected from you by carrying out a new starter medical; and
- information about your drug and alcohol use. This information is collected from you by carrying out a drug and alcohol test.

We will also collect, store and use the following information about criminal offences:

- details of any criminal convictions (which are not spent). This information is collected from you. We do not carry out third party checks.

Personal information we receive from other sources:

We collect, store and use your personal information when we verify personal information you or your recruitment agency have given us such as your qualifications or employment history by contacting the relevant third party.

We also collect, store and use your personal information from your named referees about your previous employment history, including your name, attendance record, capabilities, details of your appraisals and your dismissal if appropriate, as well as information about your character.

Our purposes

We use the above personal information to:

- comply with our employment law and other obligations to comply with laws;
- carry out verification and vetting;
- obtain references about you;
- set the terms on which you work for us (including any flexible working arrangements);
- arrange for our employment contract and new starter pack to be sent out to you;
- set you up as an employee on our systems;
- investigate and deal with any legal disputes or claims; and
- keep records relating to our hiring processes.

We use your sensitive personal information as follows:

- we will use your personal information about your medical condition or disability status to consider your fitness for work (relating to the particular role you have applied for) and whether we need to make reasonable adjustments for you;
- we will use your passport information (which includes information relating to race, national or ethnic origin) in relation to whether you are eligible to work in the UK;
- we will use your personal information about your drug and alcohol use for the purpose of ensuring your suitability for the role applied for; and
- for investigating, pursuing or defending any legal claims.

We use your criminal offence information as follows:

- we will use your personal information about whether you have committed a criminal offence or have any criminal convictions for the purpose of ensuring your suitability for the role applied for. For example, if you are disqualified from driving you would be unable to be a driver for us. We will not use any spent conviction data; and
- for investigating, pursuing or defending any legal claims.

Our legal basis

Under data protection law we must have a legal basis to use your personal information. We have set these out below.

After offering you a job but before you accept it, our legal basis for collecting, storing and using your personal information set out above is legitimate interests.

It is in our legitimate interests to collect, use and store the information set out above to verify the information you have given us during the recruitment process and to ensure that our staff are suitable and have appropriate skills and qualifications to carry out their role. We balance our use of your personal information against your interests, rights and freedoms and consider that this use of your personal information is proportionate because we limit our use of your personal information to that which is necessary for these purposes.

Once you have accepted our offer, our legal basis for collecting, storing, and using your personal information provided to us in connection with our recruitment and job offer process is that it is necessary for taking steps prior to entering into a contract and for compliance with legal obligations to which we are subject e.g. right to work check.

WILL WE CHANGE THE WAY WE USE YOUR PERSONAL INFORMATION?

We will only use your personal information for the purposes we have set out in this notice. We can only change the purposes we use it for without telling you where we need to use it for another reason and that reason is compatible with those purposes set out in this notice. If we need to use your personal information for any other purpose, we will notify you and we will explain the legal basis which allows us to do so in a similar way to how we have done it in this notice.

WHAT HAPPENS IF YOU DON'T PROVIDE THE PERSONAL INFORMATION WE HAVE ASKED FOR?

If you don't provide the personal information we need to meet our legal obligations or requirements or which we need in order to enter into a contract with you when we ask for it, we may not be able to continue with our recruitment and selection process or go ahead with a job offer e.g. if you don't give us details of your eligibility to work in the UK we cannot employ you. If you have any concerns about whether you need to provide the personal information, please contact our Local Privacy Officer or HR Manager (see above for contact details).

DO WE USE YOUR PERSONAL INFORMATION TO MAKE AUTOMATED DECISIONS?

You will not be subject to decisions that will have a significant impact on you based solely on automated decision making (i.e. one without human intervention).

HOW LONG WILL WE KEEP YOUR PERSONAL INFORMATION?

General Position

If you do not join us we will keep your personal information for a period of 6 months after you withdraw your application, decline our offer or we have communicated to you our decision about not offering the job to you. We retain your personal information (including your application and interview notes) for that period so that we can show that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment and selection exercise in a fair and transparent way.

If you join us as an employee then the personal information collected as part of the recruitment and selection process will be added to your HR file. We have a separate privacy notice in relation to employees which specifies how long we keep employee personal information for. We will provide you with a copy of this when you join us.

If a dispute arises between us, we will continue to retain your personal information for the purposes of responding to and dealing with this dispute and this may mean that we keep your personal information for longer than the 6 months specified above.

If you would like us to keep your details on record for the purpose of considering you for a suitable role in the future please let us know. We will then keep your details on record for a further 12 months.

We will ensure that your personal information is securely deleted after the retention periods stated above have expired.

WHO DO WE SHARE YOUR PERSONAL INFORMATION WITH?

We will only share the personal information that you give us with the following third parties and for the following reasons:

- Group companies: We will share your personal information with Komatsu Mining Corp., Komatsu America Corp., Komatsu Limited and all subsidiaries, operating units and divisions of it, including any parent group companies. This is because they provide us with assistance in managing recruitment and selection.
- With companies who provide support for our internal IT systems: We use reputable third parties to provide us with our IT systems and support for them. They may access your personal information to the extent that they need to in order to provide their services.
- With a company that we merge with or transfer our business assets to: In the event that we sell all or part of our business, or merge with another company, we may transfer personal information that we have collected as described in this notice, along with our other business assets, to the company that we are selling to or merging with.
- With entities, organisations or individuals outside our group for legal reasons: We will share your personal information with entities, companies or individuals outside our group where this is strictly necessary to: comply with any law, rule, regulation, legal procedure or governmental request that is applicable to us.
- With entities, companies or individuals outside our group to obtain advice: We also share your personal information with external professional advisors such as lawyers or accountants in order to take advice and for the purposes of legal and tribunal proceedings or to enforce the terms of our agreements.

WILL WE TRANSFER YOUR PERSONAL INFORMATION OUTSIDE THE UK?

We will only transfer your personal information outside the UK as follows:

- Where we share your personal information with Komatsu Mining Corp., Komatsu America Corp., and Komatsu Limited, our group companies and any subsidiaries, operating units and divisions worldwide; and
- Where our third party service providers who we share personal information with (as set out above) are based outside the UK, have support services located outside the UK, or host personal information outside the UK.

The countries (outside the UK) that your personal information may be transferred to or accessed from include those in the EEA, Japan, and US.

If we transfer your personal information to countries outside the UK, we make sure your personal information is protected to an equivalent standard as it would be in the UK by ensuring that at least one of the following safeguards is in place:

- We will only transfer your personal information to countries that have been deemed to provide an adequate level of protection by the UK Government, e.g. Japan and the EEA; and/or

- Where we use certain service providers, we may use specific contracts approved by the UK Government which gives personal information the same protection it has within the UK.

If you would like further details about our transfer of your personal information outside the UK please contact our Local Privacy Officer or HR Manager (see above for contact details).

HOW DO WE ENSURE THAT YOUR PERSONAL INFORMATION IS SECURE?

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.

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.

HOW WILL WE KEEP YOUR PERSONAL INFORMATION UP TO DATE?

It is important that the personal information that we hold about you is accurate and current. Please keep us informed if your personal information changes during the recruitment and selection process.

WHAT RIGHTS DO YOU HAVE OVER YOUR PERSONAL INFORMATION?

You have the right to make a complaint to the Information Commissioner's Office (ICO) if you are unhappy about the way your personal information is being used – please refer to the ICO website for further information about this (www.ico.org.uk). You can also write to the ICO at the following address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. We would, however, appreciate the chance to deal with your concerns before you approach the ICO and so, if you are happy to do so, please contact our Local Privacy Officer or HR Manager (see above for contact details) in the first instance and we will try to resolve your issues.

Your rights are:

- **Right of access:** You have the right to ask us what personal information we hold about you and to ask us to give you a copy of your personal information;
- **Right of correction:** You have the right to ask us to fix any mistakes in your personal information;
- **Right to erasure:** You have the right to ask us to delete your personal information in some cases;
- **Right to restriction:** You have the right to ask us to limit how we use your personal information in some cases;
- **Right to transfer your data with you:** You can ask us to transfer the personal information we hold about you to another organisation (or to you) but only if we use a computer to use it and you have either given us permission to use your personal information or we need to use it because we have a contract with you.

The legal reason we rely on for using your personal information can affect your data protection rights. You can learn more about this here: [Your data protection rights | ICO](#).

If you want us to help you exercise any of the rights we have just told you about, please contact our Local Privacy Officer or HR Manager (see above for contact details).

HOW WILL WE TELL YOU ABOUT CHANGES TO THIS PRIVACY NOTICE?

We keep our privacy notice under regular review. Any changes we make to our privacy notice in the future will be posted on our website and if the changes will have an effect on you or the way we use your personal information we will bring them to your attention by email where appropriate.

This privacy notice was last updated on 1 July 2025.

HOW CAN YOU CONTACT US?

If you have any questions about this privacy notice or about the ways we use your personal information, please contact our Local Privacy Officer or HR Manager (see above for contact details).