

## POLICY AND PURPOSE

At Sweet Projects, we value the privacy of all candidates and are committed to protecting their personal data. This policy outlines how we collect, use, store, and share the information provided throughout the recruitment process, as well as the rights candidates have regarding their data.

All information collected and retained is required and pertinent to the position for which the candidate has applied. The data provided by applicants will be used exclusively for recruitment purposes.

All personal data is handled confidentially in accordance with current data protection laws.

## DATA WE COLLECT

When you apply for a role with Sweet Projects, we may collect the following personal data:

- **Personal information:** name, contact details, date of birth, nationality
- **Application information:** CV/resume, cover letter, qualifications, work history, references
- **Recruitment notes:** interview feedback, assessment results, correspondence

We may also collect **special category data** (such as information regarding disabilities to facilitate reasonable adjustments) if it is provided voluntarily.

## HOW WE USE YOUR DATA

Your personal data is used for:

- Assessing your suitability for the role you applied for
- Communicating with you about your application
- Fulfilling legal and regulatory obligations

## HOW WE SHARE YOUR DATA

We may share your data with trusted third parties who assist with recruitment, including:

- Background check providers
- HR software providers
- Any other 3<sup>rd</sup> parties relevant to the recruitment process

All partners are required to handle your data securely and only for the purposes we specify.

## DATA RETENTION

We will only retain your personal data for as long as necessary for recruitment purposes:

- **Unsuccessful candidates:** Up to 12 months from the end of the recruitment

process

- **Candidates who consent to future opportunities:** up to 24 months
- **Successful candidates:** data becomes part of the employee record and is retained according to our standard HR retention policy

After the retention period, your data will be securely deleted or anonymised. Certain anonymised data may be retained for reporting or analytics purposes.

## YOUR RIGHTS

You have the right to:

- Access the personal data we hold about you
- Correct inaccurate information
- Request deletion or restriction of your personal data
- Object to certain processing activities
- Lodge a complaint with a supervisory authority (e.g., the UK Information Commissioner's Office)

To exercise any of these rights, contact us at: [peopleperformance@sweet-projects.com](mailto:peopleperformance@sweet-projects.com)

## SECURITY

We implement appropriate technical and organisational measures to protect your data against unauthorised access, loss, or misuse. Access to personal data is restricted to employees and partners who need it for recruitment purposes.

## AMENDMENTS

The Company reserves the right to amend this policy at any time. The latest version will always be available on our website.


## Contact Us:

If you have questions about this policy or how your data is handled, please contact [peopleperformance@sweet-projects.com](mailto:peopleperformance@sweet-projects.com)

**This policy will be implemented, maintained and reviewed annually.**

Signed on behalf of the Management Board:

Date: 13-02-2026

DocuSigned by:  
  
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Policy applicable from date of signature.  
Policy to be reviewed and renewed before 1<sup>st</sup> May 2026

Scott Poulter  
Managing Director