Job Applicant Privacy Notice

Last Updated: 30/06/2026

1. Who we are and what we do

Who we are

We are TELS Global UK Limited ("TELS Global UK", "us", "we", "our"). We are a limited company registered in England and Wales under registration number 04303303, and we have our registered office at Prospect House Suite 22, 2 Athenaeum Road, Whetstone, London, England, N20 9AE. We are registered with the UK supervisory authority, Information Commissioner's Office ("ICO") in relation to our processing of Personal Data under registration reference ZB426220.

What we do

TELS Global UK are an international logistics provider, offering comprehensive services in transportation and logistics by all modes of transport. We and our related entities are committed to protecting the privacy and security of the Personal Data we process about you.

Our related entities are as follows:

TELS GLOBAL CZ s.r.o.	Pekařská 621/7, 155 00 Praha 5, Jinonice, Česká republika e-mail: inbox-cz@telsglobal.com Tel: +420 225 850 250 Společnost zapsaná v OR Městského soudu v Praze pod sp. zn. C 358646 IČ: 14001187, DIČ: CZ14001187 Jednatelka – Natallia Astapovich
TELS GLOBAL Polska Sp. z o.o.	ul. Hrubieszowska 6B, 01-209 Warszawa, Polska e-mail: inbox-pl@telsglobal.com Tel: +48 22 517 90 00 (11, 12, 13); Fax: +48 22 517 90 10 Sąd Rejonowy dla m. st. Warszawy XIII Wydział Gospodarczy KRS Nr KRS: 0000262036 Kapitał zakładowy 50.000 PLN NIP 1132624028, REGON 140617479 PREZES ZARZĄDU GRZEGORZ WOLIK
TELS Ukraine LLC	04112, Ukraine, Kiyv, Rizka Street, building 8A, office 403

	e-mail: tels-ua@telsglobal.com.ua Tel.: + 380 44 454 72 31 Fax: + 380 44 454 72 30 TIN 356251926592 Director Mamonov Andriy Vasiliovich

Controller

Unless we notify you otherwise, we are the controller of the Personal Data we process about you. This means that we decide what Personal Data to collect and how to process it.

2. Who this privacy notice applies to

This privacy notice applies to you if you apply for a job with us, whether as an employee, volunteer or a consultant.

3. Purpose of this privacy notice

The purpose of this privacy notice is to explain what Personal Data we collect about you when you apply for a job with us and how we process it during the recruitment process. This privacy notice also explains your rights, so please read it carefully. If you have any questions or you wish to make a complaint, you can contact us using the information provided below under the section called “How to contact us and our Data Protection Officer”.

4. What Personal Data is

‘Personal Data’ means any information from which someone can be identified either directly or indirectly. For example, you can be identified by your name or an online identifier.

‘Special Category Personal Data’ is more sensitive Personal Data and includes information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data for the purposes of uniquely identifying someone, data concerning physical or mental health or data concerning someone’s sex life or sexual orientation.

5. Personal Data we process

When you apply for a position with us (whether as an employee, volunteer or consultant) or submit your CV (or similar employment information) to us, whether directly or through an agency, or attend an interview in person or by remote means, we will process your Personal Data. For further details on the type of data we may process and how we use it, see the table below in the section entitled ‘Purposes and lawful bases’.

References

Please note, when we receive references, we do so on a confidential basis. As a result, we would never provide you with a copy of your reference from a referee.

Equality Act 2010

We may also collect special category Personal Data but we will only do this, where necessary, to meet our legal obligations under the Equality Act 2010 when recruiting. For example, to make reasonable adjustments for you, if you are disabled. How we collect your Personal Data

We collect most of the Personal Data directly from you in person, by telephone, text or email.

However, we may also collect your Personal Data from third parties, such as referees and recruitment agencies.

6. Purposes and lawful bases for using your Personal Data

We may collect and use the following types of personal data about you for the purposes explained below.

Purpose	Categories of Personal Data	Lawful Basis for Processing
To assess your suitability for the role	Name and contact details (address, mobile phone number and email address) Date of birth and gender (if applicable to the role) Work history and employment positions held Salary, other compensation, and benefits information Nationality / visa / work permit information (where applicable) Academic and professional qualifications, education, and skills Photographs you may submit with your application Your location Records we create during interviews or correspondence with you Results of pre-employment	Processing is necessary for taking steps to enter into a contract with you or for the performance of our contract with you (Article 6(1)(a) of the UK GDPR).

	screening checks such as references or DBS checks (where applicable) Any other information you choose to give us or we collect from a third party	
To make reasonable adjustments for you during the interview process and comply with our legal obligations under the Equality Act 2010.	Special category Personal Data	Processing is necessary for us to comply with our legal obligations (Article 6(1) (c) of the UK GDPR) For special category data, the additional basis that we rely on relates to our obligations in the field of employment and the safeguarding of your fundamental rights (Article 9(2) (b) of the UK GDPR and Schedule 1 part 1(1) of the DPA 2018)
To conduct pre-employment screening checks including checking your identity and your right to work in the UK	Name and contact details (address, mobile phone number and email address) Identity data Date of birth and gender Nationality / visa / work permit information (where applicable) Contact details of referees	Processing is necessary for us to comply with our legal obligations (Article 6(1) (c) of the UK GDPR For special category data, the additional basis that we rely on relates to our obligations in the field of employment and the safeguarding of your fundamental rights (Article 9(2) (b) of the UK GDPR and Schedule 1 part 1(1) of the DPA 2018)
To contact unsuccessful applicants about future suitable vacancies	Name and contact details (address, mobile phone number and email address)	Processing is necessary for our legitimate interest of searching for suitable candidates for future vacancies based on their skills set out in the records we hold on candidates (Article 6(1) (f) of the UK GDPR) **OR** We will carry out this processing where you have consented to us retaining your data and contacting you about future vacancies based on the skills set out in the records we hold about you (Article 6(1)(a) of the UK GDPR)

7. Processing special category Personal Data

We will only process the more sensitive Personal Data, known as 'special category' Personal Data where we meet one of the conditions required by law for doing so. This includes complying with legal obligations or exercising specific rights in the field of employment law. In some cases, we may ask for your explicit consent to process this type or Personal Data.

We process special categories of Personal Data when we collect or process information about your physical or mental health, or disability status, to ensure your health and safety in the workplace and to assess your fitness to work and to provide appropriate workplace adjustments.

8. Sharing your Personal Data

We may share your Personal Data with service providers and suppliers to our business who process Personal Data on our behalf. In such cases, our service providers and suppliers are data processors and may only use the data in line with our instructions and not for any other purpose. This and other obligations are agreed in the contract between us and the service providers and suppliers.

Within our organisation, your Personal Data will only be shared with those who need to have access to it, which will primarily be our HR personnel and hiring managers.

9. International Transfers

Your Personal Data may be processed outside of the UK. This is because the organisations we use to provide our service to you are based outside the UK.

We have taken appropriate steps to ensure that when your Personal Data is processed in a country outside the UK, it does not have a materially lower level of protection than that guaranteed in the UK. We do this by ensuring that:

- Your Personal Data is only processed in a country which the Secretary of State has confirmed has an adequate level of protection (an adequacy regulation) or
    - We enter into an International Data Transfer Agreement ("IDTA") with the receiving organisation and adopt supplementary measures, where necessary. (A copy of the IDTA can be found here https://ico.org.uk/media2/migrated/4019538/international-data-transfer-agreement.pdf). Alternatively, we may enter into an International Data Transfer Addendum to the Standard Contractual Clauses.
    - When transferring your Personal Data to America, we may rely on the UK-US Data Bridge, where appropriate.

10. How long will we retain your information?

We will retain your Personal Data for only as long as is necessary for the recruitment process. If your candidacy is successful and you are employed or hired by us, your Personal Data will be processed and retained as set out in our employee privacy notice, provided to you with your employment paperwork.

If your candidacy is not successful, we will retain your CV, application details and interview notes for two years (from the date we notified you we would not move forward with your application) in order to inform you about any future vacancies we have that may be of interest to you. Please let us know if you would like us to delete your records before our retention period lapses and we will do so.

We will also retain Personal Data where it is necessary to comply with our legal obligations or as necessary in relation to legal claims. This is rare but may mean we need to retain your Personal Data for longer than two years.

11. Automated Decision-making

We do not make any decisions about you based solely on automated decisions.

12. Your rights

You have certain rights in relation to the processing of your Personal Data, including to:

- **Right to be informed**
  You have the right to know what personal data we collect about you, how we use it, for what purpose and in accordance with which lawful basis, who we share it with and how long we keep it. We use our privacy notice to explain this.
- **Right of access** (commonly known as a "Subject Access Request")
  You have the right to receive a copy of the Personal Data we hold about you.
- **Right to rectification**
  You have the right to have any incomplete or inaccurate information we hold about you corrected.
- **Right to erasure** (commonly known as the right to be forgotten)
  You have the right to ask us to delete your Personal Data.
- **Right to object to processing**
  You have the right to object to us processing your Personal Data. If you object to us using your Personal Data for marketing purposes, we will stop sending you marketing material.
- **Right to restrict processing**
  You have the right to restrict our use of your Personal Data. This means you can ask us to suspend the processing of your Personal Data, in certain circumstances, such as where you contest the accuracy of the Personal Data.
- **Right to portability**
  You have the right to ask us to transfer your Personal Data to another party.
- **Automated decision-making.**
  You have the right not to be subject to a decision based solely on automated processing which will significantly affect you. We do not use automated decision-making.
- **Right to withdraw consent**
  If you have provided your consent for us to process your Personal Data for a specific purpose, you have the right to withdraw your consent at any time. If you do withdraw your consent, we will no longer process your information for the purpose(s) you originally agreed to, unless we are permitted by law to do so.

How to exercise your rights

You will not usually need to pay a fee to exercise any of the above rights. However, we may charge a reasonable fee if your request is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

If you wish to exercise your rights, you may contact us using the details set out below within the section called 'How to contact us and our Data Protection Officer'. We may need to request specific information from you to confirm your identity before we can process your request. Once in receipt of this, we will process your request without undue delay and within one month. In some cases, such as with complex requests, it may take us longer than this and, if so, we will keep you updated.

13. Complaints

You have the right to complain if you consider that we have not complied with the data protection law when handling your Personal Data. We will acknowledge receipt of your complaint within 30 days, investigate the matter without undue delay, and keep you informed of the progress and outcome. If you wish to complain please use the contact details given below under "How to contact us and our Data Protection Officer". We will do our best to resolve the matter to your satisfaction.

If you are not satisfied with the outcome of your complaint, you can complain with the relevant supervisory authority. The supervisory authority in the UK is the Information Commission who can be contacted online at:

Contact us | ICO

Or by telephone on 0303 123 1113

For supervisory authorities in other countries within the EU see the link below:

https://edpb.europa.eu/about-edpb/about-edpb/members_en

14. How to contact us and our Data Protection Officer

If you wish to contact us in relation to this privacy notice or if you wish to exercise any of your rights outlined above, please contact us as follows:

Prospect House, Suite 22

2 Athenaeum Road

Whetstone

London

N20 9AE

tels-uk@telsglobal.com

We have also appointed a Data protection Officer ("DPO"). Our DPO is Evalian Limited and can be contacted as follows:

Evalian limited

West Lodge

Leylands Business Park

Nobs Crook

Colden Common

SO21 1TH

dpo@evalian.co.uk

Please mark your communications FAO the 'Data Protection Officer'.

15. Changes to this privacy notice

We may update this privacy notice from time to time in response to changes in applicable laws and regulations and our processing practices. When changes are made, we will update the effective date at the top of this document.

Previous versions of this notice are available on request.