

Online Privacy Statement

The Silver Spoon Company People Website

Introduction

The purpose of this Online Privacy Statement is to inform you about the types of information we gather online about you when you visit the Silver Spoon People website ("our Site"), how we may use that information, whether we disclose it to anyone, and the choices you have regarding our use of, and your ability to correct, that information. Our Site is operated by the Silver Spoon Company Limited ("we" "us" "our"), a business division of British Sugar plc. For the purposes of the Data Protection Act 1998, British Sugar plc is the data controller of all personal data collected via our Site.

Overview

You may provide certain information to The Silver Spoon Company when you use this website. This policy sets out how The Silver Spoon Company will use and protect any personal information that you give The Silver Spoon Company when you use this website or otherwise in the recruitment process. The Silver Spoon Company may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes.

Should you wish to apply for a role in The Silver Spoon Company, you will need to email us your CV that may include personal information such as that listed below. You should only provide us with this and any other information if you agree that we can process the information in accordance with the terms of this privacy policy.

- name and job title
- contact information, including e-mail address
- gender
- occupation and company details
- any other information you provide with your application and CV or other correspondence you send to us (by email or post or otherwise)
- other information relevant to recruitment processes

The Silver Spoon Company may use this information for the following reasons:

- recruitment and selection purposes (including sharing information with the resource partners (recruitment agencies) we use as part of our selection activities)
- internal record keeping
- to improve this website
- provide aggregate information and statistics for the purposes of monitoring website usage in order to help The Silver Spoon Company develop this website and recruitment processes, The Silver Spoon Company may provide such aggregate information to third parties. These statistics will not include information that can be used to identify any individual

- to pass your details to accountants, consultants and other professionals, for the purpose of obtaining professional advice and complying with The Silver Spoon Company's legal obligations
- use the information to customise the website according to your interests.

Job applications

Your application will only be considered by employees who are authorised to do so and the resource partners (recruitment agencies) we use as part of our selection activities. A manager or resource partner may contact you if they consider that you are suitable for a particular job.

If your application is successful, relevant information will be used and retained for the purpose of administering your subsequent employment.

If your application is unsuccessful, we will hold details of your application for a period of 6 months to deal with any matter which may arise in connection with your application. We may also use the information during this period to consider your suitability for other vacancies within The Silver Spoon Company. If there are any roles outside of The Silver Spoon Company but within the Associated British Foods group that arise during this period which we feel you may be suitable for, we will contact you in order to seek your consent prior to sharing your details. If you would prefer to opt out of further consideration then please email us at recruitment@thesilverspooncompany.co.uk. This should not prevent you from applying to other jobs during this time.

References

By submitting an application you are also confirming that you have all necessary authority and/or have obtained all necessary consents from any other individuals about whom you have provided personal information to The Silver Spoon Company in order to enable us to collect, use and disclose such personal information for the purposes described above.

Background checks

For certain positions it may be necessary for us to verify the details you have supplied (for example in relation to your academic credentials) and/or carry out background checks (for example in relation to previous criminal convictions). If a position that is, or may be, of interest to you requires background checks, we will tell you about this. We will carry out background checks only where permitted by local law and with your consent.

Security

The internet is not a secure medium. The Silver Spoon Company is committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

Cookies and IP addresses

The Silver Spoon Company may collect information about your computer, including where available your IP address, operating system and browser type, for system administration and to collate aggregate information about users. This is statistical data about our users' browsing actions and patterns, and does not identify any individual.

For the same reason, we may obtain information about your general internet usage by using a cookie file which is stored on the hard drive of your computer. Cookies contain information that is transferred to your computer's hard drive. They help us to improve our site and to deliver a better and more personalised service.

You can find more information about the individual cookies we use and the purposes for which we use them in the table below:

Cookie Name/ID	Purpose	Cookie set by The Silver Spoon Company or third party?	Lifespan
cookieconsent_dismissed	This cookie tells this site that you've accepted that we use cookies and prevents the cookie information bar from displaying on your return visits. This cookie simply stores the value "yes"	The Silver Spoon Company	This variable gets stored in a persistent cookie which expires in one year since the last update.
CAKEPHP	Framework CakePhp saves session id in cookies	The Silver Spoon Company	Session cookie
__utmz	Stores the traffic source or campaign that explains how the user reached your site. The cookie is created when the javascript library executes and is updated every time data is sent to Google Analytics	3rd party	This is a persistent cookie: it expires in six months and is only refreshed when the traffic source changes.
__utmt	Used to throttle request rate	3rd party	The __utmt cookie is a persistent cookie that expires in 10 minutes.
__utmc	Not used in ga.js. Set for	3rd party	Session

	interoperability with urchin.js. Historically, this cookie operated in conjunction with the __utmb cookie to determine whether the user was in a new session/visit.		cookie
__utmb	Used to determine new sessions/visits. The cookie is created when the javascript library executes and no existing __utmb cookies exists. The cookie is updated every time data is sent to Google Analytics	3rd party	The __utmb cookie is a persistent cookie that expires in 30 minutes. Each page view refreshes it.
__utma	Used to distinguish users and sessions. The cookie is created when the javascript library executes and no existing __utma cookies exists. The cookie is updated every time data is sent to Google Analytics	3rd party	The __utma cookie is a persistent cookie that expires in two years. With each new visit the expiration date is refreshed.

You may refuse to accept cookies by activating the setting on your browser which allows you to refuse the setting of cookies. However, if you select this setting you may be unable to access certain parts of our site. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies when you log on to our site.

Other websites

This website may contain links that make it easy for users to visit other websites. If the user uses the links to leave this website and visit a website operated by a third party, The Silver Spoon Company does not have any control over that website. Accordingly, The Silver Spoon Company cannot be responsible for the protection and privacy of any information which users have provided while visiting such websites. Users should exercise caution and look at the privacy statement applicable to the website in question.

Other information

By using the website and/or by submitting your CV and personal information and not advising The Silver Spoon Company to the contrary, you consent to The Silver Spoon Company using the data in the way set out in this policy.

Under the Data Protection Act 1998 (Act), you may request details of personal information that The Silver Spoon Company holds about you. A fee will be payable. If you want to make a request, you should write to Human Resources, Western House, Lynchwood, Business Park, Peterborough, Cambridgeshire, PE2 6FZ

Questions, comments or requests concerning this privacy policy are welcomed and should be addressed to Human Resources at recruitment@thesilverspooncompany.co.uk.

For the purposes of the Act the data controller is British Sugar, Registered in England 315158 | Registered Office Weston Centre, 10 Grosvenor Street, London, W1K 4QY.