Candidate Privacy Notice

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1. Purpose

Würth UK Ltd is a 'data controller', meaning we decide how personal information about you is held and used. You are receiving this privacy notice because you are applying for work with us (whether as an employee, worker, or contractor). This notice explains how and why your personal data will be used during the recruitment process, how long it will be retained, and your rights under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Data protection Principles

We are committed to complying with data protection law. This means that the personal information we hold about you will be:

1. Used lawfully, fairly, and transparently;
2. Collected solely for specific, explicit, and legitimate purposes, and not used in any manner incompatible with those purposes;
3. Relevant and limited to what is necessary for the purposes stated;
4. Accurate and kept up to date;
5. Retained only as long as necessary for the purposes for which it was collected; and
6. Kept securely.

3. The kind of information we hold about you

In connection with your application, we will collect, store, and use the following categories of personal information:

1. Information provided in your curriculum vitae and covering letter.
2. Details provided on your application form, including name, title, address, telephone number, personal email, date of birth, gender, employment history, qualifications, competencies and skills, driving licence details (including any penalty points), and immigration status.
3. Information you share with us during interviews.
4. Results from any assessments (e.g., numeracy tests).

We may also process 'special categories' of sensitive personal information, such as:

1. Data regarding your race or ethnicity, religious beliefs, sexual orientation, disability, or political opinions.
2. Information about your health, including medical conditions and sickness records.
3. Information concerning criminal convictions and offences (where applicable, such as for roles requiring a driving licence).

4. How your personal information is collated

We collect your personal data from the following sources:

1. Directly from you, the candidate.
2. Recruitment agencies and job boards, from whom we receive your CV and any other relevant information.
3. Background check providers, when necessary, to support our recruitment decision-making.
4. Your referees, from whom we may collect data such as employment dates, job titles, and performance details.

5. How we use your information

We use the personal information collected about you to:

1. Assess your skills, qualifications, and suitability for the role.
2. Conduct background and reference checks, where applicable.
3. Communicate with you regarding the recruitment process.
4. Maintain records related to our hiring process.
5. Comply with legal and regulatory requirements.

It is our legitimate interest to process this information in order to determine whether to appoint you for the role, and to decide whether to enter into a contract with you.

Upon receipt of your CV, we will assess whether you meet the basic requirements for shortlisting. If so, we may contact you via email for a telephone interview, followed by a face-to-face interview. Successful candidates may then be invited to participate in a ride-along day with a Sales Consultant, which serves as an opportunity for mutual evaluation. Following a successful ride-along, a final interview will be conducted (including a presentation, numeracy test, and panel interview). Should we decide to offer you a role, references, a criminal record check, and any other necessary checks may be carried out prior to confirming your appointment.

6. Failure to provide required information

If you fail to provide requested information (such as evidence of qualifications or work history), we may be unable to process your application further. For example, if a credit check or references are required and you do not provide the relevant details, your application cannot be progressed.

7. Use of particularly sensitive personal information

We use particularly sensitive personal information in the following ways:

1. To determine if reasonable adjustments are needed during the recruitment process or in future employment (e.g., for disability).
2. To monitor and report on equal opportunity by collecting data about your race, ethnic origin, religious or philosophical beliefs, or sexual orientation.

8. Information about criminal convictions

Where relevant (e.g., if the role requires a driving licence), we may process information regarding criminal convictions in relation to your suitability for the role.

9. Automated decision-making

You will not be subject to any significant decisions based solely on automated processing.

10. Data security

We have implemented appropriate security measures to prevent unauthorized loss, use, or access to your personal information. Access is limited to employees, agents, contractors, or third parties who require it for business purposes and are bound by confidentiality agreements. For details on our security measures, please contact IS@wurth.co.uk.

11. Data retention

We will retain your personal information for 12 months after we communicate our decision regarding your application. This retention period allows us to demonstrate compliance with legal obligations and to ensure that the recruitment process was conducted fairly and transparently. After 12 months, your data will be securely destroyed in accordance with our data retention policy. If we wish to keep your data on file for future opportunities, we will request your explicit consent for retention.

12. Your Rights

Under current data protection laws, you have the right to:

1. Request access to your personal data.
2. Request correction of any inaccurate or incomplete information.
3. Request erasure of your personal data where appropriate.
4. Object to processing based on our legitimate interests or for direct marketing purposes.

5. Request the restriction of processing.
6. Request the transfer of your personal data to another party.

To exercise any of these rights, please contact hr@wurth.co.uk in writing.

13. Data Protection Officer

We have appointed a data privacy manager to ensure compliance with this notice. For any questions about this privacy notice or our data handling practices, please contact our data privacy manager. You also have the right to make a complaint to the Information Commissioner's Office (ICO) regarding data protection issues.



Felix Plazza
Managing Director
Würth UK Ltd
January 2026