



Privacy Policy

Jordans Cereals (a division of ABF Grain Products Limited) Privacy Notice

Who are we?

This website <https://careers.abfgrocery.com/Jordans> (the “**Website**”) is owned and operated by Jordans Cereals, a division of ABF Grain Products Ltd registered in England under company number 79590 (called in this notice “**we**”, “**our**” or “**us**”).

Purpose of this notice

This privacy notice tells you about the information we collect about you when you visit our Website or otherwise provide us with information (including applying for a job or submitting an application to us for recruitment purposes). This policy supplements any other privacy notice that may be provided to you from time to time.

It also tells you how you can exercise Your Rights (including the right to object to some of the data handling we carry out). More information about your rights and how you can exercise them is set out in the “Your Rights” section below.

Please note, this policy does not cover third party websites that we may link to from our Website, unless specifically mentioned in this policy. We are not responsible for the privacy policies and practices (including use of cookies) of such third parties even if you accessed the third party website using links from our Website.



What personal data do we collect?

Site traffic data and information about your computer

How do we use this data?

When you browse our Website, we use cookies to collect:

- **Information about your use of our Website** – we collect standard internet log information and details of visitor behaviour patterns.
 - We use this information to record visitor numbers, their use of different areas of the Website and any useful features or links.
- **Information about your computer** – this includes your IP address, operating system, browser types.
 - We use this information to help maintain the security of our Website and to identify trends so that we can improve its performance.
 - We also use this information to customise the Website according to your interests and to ensure the Website's content is presented as effectively as possible for you.

We collect this information for the purpose of our legitimate interests in maintaining and managing our Website and ensuring its security and, where required, will collect your consent for our use of cookies.

For more information about how we use cookies on our Website, see our Cookies Policy: <https://jordanscereals.co.uk/wp-content/uploads/2025/10/Jordans-Cereals-Cookie-Policy.pdf>



How long do we keep this information for?

We will keep information about your visit to our Website for as long as is necessary for the purposes we've mentioned. Browser history information is deleted as per the settings on individual systems and individuals can choose to delete browser history on a more regular basis.

Who do we share this information with?

We share information about visitors to our Website with service providers who help us administer and manage the Website.

Where do we transfer this information to?

We may transfer personal information to countries other than the country in which the data was originally collected (for example, outside the UK). We will ensure an adequate level of protection is afforded to your personal information when transferring your data.

Information you send us

How do we use this data?

The main purpose of our website is to provide information on working life at our company and for candidates to apply for a role, either a current vacancy or to send a CV on a speculative basis. For example, you may provide your email address to hear about job opportunities, or provide us with contact details to register an account in order to apply for a role.

You do not have to supply us directly with any information when you use our Website. You may choose to contact us via the email address provided at the end of this Policy. In this case, we will use the information you send us for the purpose of responding to your enquiry. When we use your personal data for this purpose, we do so for our legitimate business interest in communicating with you in accordance with your wishes and expectations. We will also use this data for the



purpose of our legitimate interests in accessing appropriate professional advice and in order to ensure we comply with legal obligations to which our business is subject.

General enquiries about our recruitment procedures are welcome and we are able to consider CVs or job applications sent to us via this Website or by email. For more information about how we use information you send us for recruitment purposes see our section below on recruitment.

How long do we keep this information for?

We will only keep your information for as long as is necessary in order to manage your query. We may need to retain a record of our communications for up to 6 years (for example where we need to obtain legal advice in order to respond to a complaint).

Who do we share this information with?

We will share your data with our group companies, service providers and our professional advisers if this is necessary in order to resolve a query or complaint.

We may share your information with other third parties where permitted, such as where:

- we have your permission;
- we are required to do so by law;
- this is necessary so that we can enforce our terms of use, rights or property or the rights or property of any third party; or
- this is necessary in connection with the sale of our business or its assets (in which case your details will be disclosed to our advisers and any prospective purchaser's advisers and will be passed to the new owners).



Where do we transfer this information to?

We may transfer information you send us to countries other than the country in which the data was originally collected (for example, to respond to a query or progress an application you have made in that country). We will ensure an adequate level of protection is afforded to your personal information when transferring your data.

Recruitment

How do we use this data?

We use information you supply in support of your application so that we can consider your application, assess your suitability, and conduct eligibility checks (with your consent) and for equal opportunities purposes.

We use your data for the purpose of our legitimate interests in managing our recruitment and so that we can take steps at your request prior to entering into a contract. Any information we ask you to supply in relation to past criminal offences will be held by us only in accordance with your consent (unless the supply of this information is required by law because of the nature of the role you are applying for). If a position that is, or may be, of interest to you requires background checks, we will tell you about this.

Where necessary, we will also use this data for the purpose of our legitimate interests in accessing appropriate professional advice and in order to ensure we comply with legal obligations to which our business is subject.

When you apply for a position with us or submit information in support of your application, we will tell you whether the information we are requesting is essential so that we can progress your application or whether the supply of this information is optional.



How long do we keep this information for?

We usually retain information supplied by job applicants for no longer than 12 months following a relevant recruitment decision. If your application is unsuccessful, we may decide to retain your details for longer if we think you may be suitable for another position that may arise within the ABF group in the future.

If your application is successful, relevant information will be used for the purpose of administering your subsequent employment and will be retained and used in accordance with our employee privacy policy (a copy of which will be provided when you take up your employment).

Who do we share this information with?

Where necessary so that we can manage our recruitment process, we will share your information with our group companies, service providers and professional advisers (e.g. recruitment agencies, providers who carry out background checks on our behalf, and, if applicable to the role you are applying for, suppliers who run candidate assessment programmes for us).

We will also contact third parties whose details you have supplied so that we can verify information you have supplied in relation to your previous employment and qualifications.

We may share your information with other third parties, where permitted, such as where:

- we have your permission (for example in order to share your details with another group company for their recruitment purposes);
- we are required to do so by law;
- this is necessary so that we can enforce our terms of use, rights or property or the rights or property of any third party; or
- this is necessary in connection with the sale of our business or its assets (in which case your details will be disclosed to our advisers and any prospective purchaser's advisers and will be passed to the new owners).



Where do we transfer this information to?

We may transfer information you send us to countries other than the country in which the data was originally collected (for example, where your application relates to a role outside the country where you are based). We will ensure an adequate level of protection is afforded to your personal information when transferring your data.

Your Rights

You have the right to ask us at any time for a copy of your personal data. You are entitled to ask us for a copy of this information in a structured, commonly used and machine readable format so that you can reuse it or share it with other organisations.

If you think the personal data we hold about you is inaccurate or incomplete, you can ask us to correct it or complete it.

In some circumstances you also have the right to object to our processing of your data and can ask us to restrict our use of your data and to delete it.

There are some exceptions to these rights, however. For example, it will not be possible for us to delete your data if we are required by law to keep it or if we hold it in connection with a contract with you. Similarly, access to your data may be refused if making the information available would reveal personal information about another person or if we are legally prevented from disclosing such information.

If you wish to exercise any of these rights please contact us using the details below.



Contacting us and your rights of complaint

Questions, comments or requests concerning this privacy notice or how we process your personal data are welcomed and should be addressed to Alison Gee at alison.gee@jordansryvita.com.

If you have a concern about the way we handle your personal data, please contact us using the email address above, where we welcome the opportunity to resolve your complaint. You also have the right to complain to the UK Information Commissioner's Office (ICO). You can find details of how to do this on the ICO website at <https://ico.org.uk/concerns/> or by calling their helpline on 0303 123 1113.

This privacy notice was last updated October 2025.