



2025 GROUP HUMAN RESOURCES PRIVACY NOTICE

This privacy notice explains how the Human Resources Department in Dawn Meats/Dunbia Group uses information about you and how we protect your privacy. The processing of personal data is governed by the General Data Protection Regulations 2016 (GDPR) and the Data Protection Act 2018 (DPA). Personal data refers to any information with which a living individual can be identified. Individual identification can be by the information alone or in conjunction with other information in the possession of the Company.

The data we may collect about you

Categories of Personal Data	Example
Individual details / Personal data	Name, address, other contact details (e.g., email and telephone numbers), gender, marital status, date and place of birth, nationality, employer, job title and employment history, family details including their relationship to you.
Special category (sensitive) personal data. This group have been given additional protection under data protection laws.	The categories are health, criminal convictions, racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric or data concerning sex life or sexual orientation. Surveillance or CCTV information.

To conduct our functions effectively in the human resources department, we may need to collect information such as:

- Identity Data includes first name, maiden name, last name, username or similar identifier, marital status, title, date of birth and gender
- Recruitment/onboarding data
- Information needed for the management of an employee's contract of employment
- Disciplinary/Grievance information
- Training, learning and development of employees
- Occupational health and vaccination information
- Pay/salary information
- Trade union and diversity information
- Surveillance recording from CCTVs where applicable

Why we collect your personal information

- To manage your recruitment, employment and associated working arrangement
- For reporting, statistical, regulatory and management purposes
- To facilitate your learning and development
- For purposes of legal claims that may arise.

Where might we collect your personal data from?

- You, your representatives or associates.
- Regulators for taxation, compliance and in compliance with our statutory duties
- Recruitment agencies and labour providers

Legal basis for processing your personal data.

We have the right to process your personal data if at least one of the following applies:

- Processing is necessary for carrying out our contractual obligations with employees.
- In compliance with our statutory obligations under food, health and safety and other regulations.
- Necessary for our legitimate interests for running our business, provision of administration and IT services, network security, prevention of fraud and in the context of a business reorganisation.
- Explicit consent of the data subject

How do we keep your information secure?

We are committed to ensuring that your personal data is safe. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, technical, electronic and managerial procedures to safeguard and secure the information that we hold about you. These include:

- Secure work areas and sending emails securely.
- Information security awareness for our staff.
- Role based access controls to personal data and password management.



- Encryption, anonymisation of personal data
- By having non-disclosure and Information Sharing Agreements in place.

How long will we keep your personal data for?

Your personal data will be held in line with our Group Retention Schedule. This can be requested by contacting GDPR@dawnmeats.com if necessary. In line with current data protection legislations, your information will not be held for longer than necessary.

Who will we share your personal information with?

We may engage the services of commercial companies to store and manage your information on our behalf. Where we have these arrangements, there is always a contract, memorandum of understanding or an information sharing agreement in place to ensure that the legal requirements for handling personal data are met. We may also share personal data under the following circumstances:

- Where required by law, we will share your personal data with government agencies in the Republic of Ireland, United Kingdom or relevant statutory bodies.
- Payroll/finance department and for pensions purposes
- To medical for occupational health records or referrals
- Subsidiaries and/or holding companies that are connected to the Company in the UK and/or EEA for the provision of IT, system administration services and for reporting purposes.
- We may share personal data to academic institutions for statistical and research purposes
- Professional advisers such as lawyers, bankers, auditors and insurers who provide specialist services for the effective running of our business.
- Third party educational/learning and training providers

How can you access the information we hold about you?

You have the right to request all the information we hold about you when we receive a request from you in writing. We would normally give you access to everything we have recorded about you. This applies to paper and electronic records. However, we will not share any parts of your details which contain:

- Confidential information about other people or
- If it is in the interest of public safety and security to withhold that information from you.

Your rights and your personal data.

Subject to an exemption under the GDPR 2016 and the DPA 2018, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which the Company holds about you.
- The right to request that the Company corrects any personal information if it is found to be inaccurate or out of date.
- The right to erasure of your personal data where it is no longer necessary for the Company to retain such data.
- The right to withdraw consent to the processing of your data at any time.
- The right to request that the Business to transmit your data another organisation where applicable.
- Where there is a dispute in relation to the accuracy or processing of your personal data, you have the right to request a restriction is placed on further processing.
- The right to object to the processing of personal data where applicable.
- The right to lodge a complaint with the Information Commissioners Office.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact our Data Protection Officer on GDPR@dawnmeats.com GDPR@dunbia.com. If you remain dissatisfied with our actions, you have the right to lodge a complaint with the Irish Data Protection Supervisory Authority.

In the Republic of Ireland, the Office of the Data Protection Commissioner can be contacted at: 21 Fitzwilliam Square South Dublin 2 D02 RD28, Ireland. 21 Fitzwilliam Square South, Dublin 2. D02 RD28, Telephone 076 110 4800 / 057 868 4800, E-mail: info@dataprotection.ie

For Northern Ireland, it is: The Information Commissioner's Office – Northern Ireland, 3rd Floor, 14 Cromac Place, Belfast BT7 2JB. Telephone: 0303 123 1114 Email: ni@ico.org.uk

In the United Kingdom, you can complain to Head office. Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF. Tel: 0303 123 1113, Email: icocasework@ico.org.uk