

# Privacy Notice

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At BAT, we collect a variety of information about people we interact with as part of our business and may use it in lots of different ways. We are committed to ensuring that your personal information is protected and never misused.

In this Privacy Notice, "BAT", "us", "we" or "our" means the BAT group company or companies who are responsible for personal information collected about you in the United Kingdom.

We have designed this Privacy Notice to help you find the information about our privacy practices quickly and simply. This part of our Privacy Notice explains what control you have over your personal information, who we share it with, and how we keep your personal information safe including where we transfer it. Our privacy practices will depend on the context of your relationship with BAT. Please choose from the options below selecting the one(s) that best fits your connection to BAT. If you are not sure which one applies to you and need help, please contact us using the contact details below.

## **A BAT staff member**

If you are an online consumer and want to know how your information is being processed, then please contact us and we will direct you to the correct website and privacy notice.

We may amend this Privacy Notice from time to time, so please ensure to check back regularly.

## **1. What are our rights under data protection law?**

Subject to certain exceptions, by law you have several rights in relation to how your information is used. If you want to exercise your rights, we may ask you for information to confirm your identity and, where applicable, to help us to search for your personal information. Except in rare cases, we will make sure to respond to you within one month from the later of (i) the date that we have confirmed your identity, or (ii) the date we received your request.

### **Right of access (also known as Subject Access Requests)**

If we share your information with third parties, we will notify them, unless this is impossible or involves disproportionate effort.

### **Right to object**

You can object to us using your information if we are using it for the purpose of our legitimate interests.

If we agree that your objection is justified, we will permanently stop using your information for those purposes. Otherwise we will explain why we need to continue using your information (for example, explaining that we need to use your information in connection with a legal claim).

### **Right to withdraw consent**

Where we have asked your permission to use your personal information for certain activities, you may withdraw your permission at any time by emailing or calling us at the contact details set out below and we will stop using your information for that purpose.

### **Right to erasure**

In certain cases, you have the right to ask us to "erase" your personal information. Normally, you can do this where:

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It's no longer necessary for us to use your information;

- we were relying on your consent to use your information and you have withdrawn your consent;
- Your information has been used unlawfully;
- your information needs to be erased in order for us to comply with our obligations under law; or
- You object to the processing and we don't have a compelling reason to continue using it.

In these cases, we will take all reasonably practicable steps to erase the relevant data. We will only refuse to comply with your request to erase your information in limited circumstances, and we will always tell you our reason for doing so.

### **Right to restrict our use of your personal information**

You can ask us to suspend our use of your personal information in certain circumstances. For example, during the time it takes us to respond to

We need to process your personal information for a variety of reasons or 'purposes'. These purposes for which we use your information are summarized below. In addition, when we process (or 'use') your personal information we need a legal basis to do this. The general legal bases that allow us to use your information are set out below. To find out which specific legal grounds we rely on for the processing of your personal information





Please see the Privacy Notice available [here](#) if you have registered with us on our B T Career site if you have sent us your CV or resumé, or you're currently in a recruitment process with one of our companies.

**Emergency contacts or those name to receive benefits by a BAT employee**

**Primer**

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Who we hold our information What type of information?

How legally can we use our information?

How long