



# **PRIVACY POLICY FOR JOB APPLICANTS**

This privacy policy gives information which should be read in addition to the main privacy notice on the web site. It explains:

- What information we collect during our application and recruitment process
- How we use that information;
- How to access the data and your rights
- How long we keep your details and how its protected

This privacy notice applies to all job applicants. It is not contractual.

## **Information We Collect**

This policy covers the information you share with us and/or which may be acquired or produced by us, during the application or recruitment process including:

- Your name, address, email address, telephone number and other contact information.
- Copy of driving licence.
- Background check documentation, where applicable.
- Your CV, cover letter, previous and/or relevant work experience or other experience, education or other information you provide to us in support of an application.
- Information from interviews.
- Details of the type of employment you are or may be looking for, current and/or desired salary and other terms relating to compensation and benefits packages, willingness to relocate, or other job preferences.
- Details of how you heard about the position you are applying for.
- Any sensitive and/or demographic information obtained during the application or recruitment process such as gender, information about your citizenship and/or nationality, medical or health information and/or your racial or ethnic origin.
- Reference information and/or information received from background checks (where applicable), including information provided by third parties.
- Information relating to any previous applications you may have made to us and/or any previous employment history with us, where those records have been retained.

We may collect information from a third party, such as an agency. Other than employment agencies we will only seek personal information during the recruitment process once an offer of employment or engagement has been made to you and we will inform you we are doing so.

## **Why We Use Your Information**

We will use your personal information as follows:

- where we need to do so to take steps at your request prior to entering into a contract with you, or to enter into a contract with you.
- where we need to comply with a legal obligation.

- To meet our legitimate interests of running our business by employing employees, workers and contractors; managing the recruitment process; conducting due diligence on prospective staff and performing effective internal administration.

### **How We Use Your Information**

Your information will be used for the recruitment process which includes:

- Managing the recruitment process and assessing your skills, qualifications and interests against our career opportunities, deciding whom to offer a job. Information will be shared internally with those involved in the recruitment process.
- Verifying your information and carrying out reference checks and/or conducting background checks (where applicable) ie, checking rights to work in the UK.
- Communications with you about the recruitment process and/or your application(s), including, in appropriate cases, informing you of other potential career opportunities with us.
- Creating and/or submitting reports as required under any laws and/or regulations, where applicable ie equal opportunities monitoring.
- Making improvements to our application and/or recruitment process including training, improving diversity in recruitment practices. Ensuring effective HR, personnel management and business administration.
- Complying with applicable laws, regulations, legal processes or enforceable requests ie, complying with disability discrimination obligations, statutory rights.

If you are offered and accept employment with us, the information collected during the application and recruitment process will become part of your employment record and may be used for purposes associated with your employment.

We may also use service providers acting on our behalf to perform some of the services described above including for the purposes of the verification/background checks..

We may sometimes be required to disclose your information to third parties such as local authorities, courts and tribunals, regulatory bodies and/or law enforcement agencies for the purpose of complying with applicable laws and regulations, or in response to legal processes.

We will also share your personal information with third parties if we have your consent, or to detect, prevent or otherwise address fraud, security or technical issues, or to protect against harm to the rights, property or safety of Fosters Bakery (Staincross) Limited, our customers, applicants, candidates, employees or the public or as otherwise required by law.

It is your responsibility to obtain consent from referees before providing their personal information to us. Where that consent has not been obtained, the personal data concerning the referee cannot be processed and the information provided will not be considered.

We will not provide any personal data outside of the UK.

### **How We Protect Your Information**

We limit access to your personal information to those who need to know for business reasons and only Human Resources retains documentation, which is locked in secure filing cabinets or kept on an independent computer file which is password protected.

We have procedures in place to deal with a suspected data security breach.

### **How To Access Your Data**

You can request access to your personal information via a Subject Access Request – this allows you to see a copy of the personal information held so you can check we are processing it lawfully, you can amend any errors or request erasure for information no longer necessary in relation to the purpose for which it was originally collected.

You should contact the HR Department at the address set out on the main data privacy notice page for further information. Please note, there are some occasions where we are obliged by law to retain personal data.

### **Retention Periods**

If you are unsuccessful in your application we will hold your details for approximately 6 months after notifying you of the decision, unless you request us to delete information sooner.

We will retain personal information for as long as is necessary to fulfil the purposes for which it was collected and processed.

If your application for employment is successful, personal information gathered during the recruitment process will be retained for the duration of your employment.

Personal information which is no longer retained will be securely and effectively destroyed or permanently erased from our IT systems and we will also require third parties to destroy or erase such personal information where applicable.

In some cases we may anonymise your personal information so that it no longer permits your identification. In this case, we may retain such information for a longer period.

### **Changes To This Privacy Notice**

We reserve the right to update and amend this privacy notice at any time.