



Recruitment Privacy Notice

Data protection officer: Anthony Johns at sales@johnsofinstow.co.uk

As part of our recruitment procedures, we collect and process personal data relating to job applicants. We are committed to being transparent about how we do this and to meeting our data protection obligations.

What information does the Company collect?

The company collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- any unspent criminal convictions
- whether or not you have a disability for which the company needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK.

The company may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems.

Why does the company process personal data?

We need to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you.

In some cases, we need to process data to ensure that we're complying with our legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts.

The company has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the company to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.



We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out our obligations and exercise specific rights in relation to employment.

For some roles, we're obliged to seek information about criminal convictions and offences. Where we seek this information, we do so because it's necessary for us to carry out our obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, we will keep your personal data on file for a year to meet our legal obligations for data retention.

Who has access to data?

As a Data Processor, your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and admin staff if access to the data is necessary for the performance of their roles.

We may share your data with a third-party recruitment agency to assist in the recruitment process. We have ensured that this agency has secure systems in place to process your data in compliance with their data protection obligations.

We will not share your data with any other third parties, unless your application for employment is successful and we make you an offer of employment. The company will then share your data with:

- former employers to obtain references for you;
- if required employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks
- an external HR provider if support is being given with the recruitment process

The company will not transfer your data outside the European Economic Area.

How does the Company protect data?

The company takes the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. This is covered in the company's Data Protection and Security policy and the Data Retention policy.

For how long does the Company keep data?

If your application for employment is unsuccessful, the Company will hold your data on file for one year after the end of the relevant recruitment process.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held are set out in our Data Retention Policy

Johns

café
delicatessen
bakery
local specialities
wine

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the company to change incorrect or incomplete data;
- require the company to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the company is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please write to the company's data protection officer, Anthony Johns at sales@johnsofinstow.co.uk.

If you believe that the company has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the company during the recruitment process. However, if you do not provide the information, the company may not be able to process your application properly or at all.

Unsolicited CVs

If we are not currently advertising for a role, and you submit your CV to the company, we will retain your CV for one year. The use, storage or processing of data is covered in the company's Data Protection, Data Protection & Security policy and the Data Retention Policy.