

## **The Larder – Job Applicant Privacy Notice**

The Larder, 39 High Street, Wanstead, London E11 2AA is the **Data Controller**.

As part of any recruitment process, the Larder collects and processes personal data relating to job applicants. The Larder is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations and compliance with the relevant legislation including the General Data Protection Regulations (GDPR).

### **What information does the organisation collect?**

The organisation 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;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

The organisation collects 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.

In certain cases, the Larder will also collect personal data about you from third parties, such as references supplied by former employers. The Larder will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR data files and on other IT systems (including the Larder's email system and recruiter website).

### **Why does the organisation process personal data?**

At your request The Larder needs to process data prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The organisation 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 organisation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The organisation may also need to process data from job applicants to respond to and defend against legal claims.

The organisation processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

On appointment where the Larder processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

The organisation will not use your data for any purpose other than the recruitment exercise for which you have applied.

### **Who has access to data?**

Your information will be shared internally for the purposes of the recruitment exercise. This includes HR, interviewers involved in the recruitment process, managers in the business area with a vacancy, the Directors.

The organisation will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. In certain cases, the organisation will then share your data with former employers or reference checking agency to obtain references for you.

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

### **How does the organisation protect data?**

The organisation takes the security of your data seriously and takes all reasonable steps 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. The information on the computer-based systems are protected by passwords and appropriate security measures. The hard copies of data are kept securely in the Larder's office.

### **For how long does the organisation keep data?**

If your application for employment is unsuccessful, the organisation will hold your data on file for at least 6 months 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 will be provided to you in a new privacy notice.

### **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 organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;

- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing;
- ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data; and
- In certain instances, request that your personal data be deleted or rectified.

If you would like to exercise any of these rights, please contact the HR Manager by emailing [hr@worldslarder.co.uk](mailto:hr@worldslarder.co.uk).

If you believe that the organisation 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 organisation during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all.

### **Automated decision-making**

Recruitment processes are not based solely on automated decision-making.

### **Further information**

The Larder has appointed the HR Manager as the person with responsibility for data protection compliance within the organisation. They can be contacted at [hr@worldslarder.co.uk](mailto:hr@worldslarder.co.uk). Questions about this privacy notice, or requests for further information, should be directed to them.