

Frozen Value Ltd T/A FULTON'S FOODS

JOB APPLICANT PRIVACY NOTICE (compliant with the GDPR)

As part of any recruitment process, Frozen Value Ltd T/A Fulton's Foods Ltd collects and processes personal data relating to job applicants. The Company is committed to protecting and respecting your privacy. This Privacy Notice sets out the basis on which the personal data collected from you, or that you provide to us, will be processed by the Company in connection with our recruitment process. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

What information do we collect:

- your name, address and contact details, including email address and telephone numbers
- details of any past employment with the Company and details of any friends or relatives who work in the Company
- any special arrangements required to attend an interview during the recruitment process
- information about your entitlement to work in the UK, do you require a work permit to work in the UK
- whether you hold a full clean driving licence and what class of licence
- details of any conviction of a criminal offence
- details of your qualifications, skills, experience, employment history and information about your current level of remuneration

We may collect this information in a variety of ways, for example, data contained in application forms, CVs or resumes, information 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. We will seek information from third parties only once a job offer to you has been made. Data will be stored in a range of different places, including on your application record, in the Payroll and Personal filing systems and on other IT systems (including email).

Why do Frozen Value Ltd process personal data?

- We need to process data to take steps at your request prior to entering into a contract with you. Processing data from job applicants allows us 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 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

Who has access to data?

- 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 IT staff if access to the data is necessary for the performance of their roles. We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We may then share your data with former employers to obtain references for you.

How do Frozen Value Ltd protect data?

- We take 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.

How long do Frozen Value Ltd keep data?

- If your application for employment is unsuccessful, the organisation will delete and destroy your data after 3 months. If you agree to allow us to keep your personal data on file or if we need to hold your data on file for a further period of time for consideration for future employment opportunities we will ask your permission. You are free to withdraw your consent at any time.

If your application for employment is successful

- personal data gathered during the recruitment process will be transferred to your Personal file (electronic and paper based) and retained during your employment. The periods for which your data will be held will be available in a the privacy notice.

Your rights as a data subject

- 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; and object to the processing of your data.

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 Frozen Value Ltd during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

If you have any concerns as to how your data is processed you can contact Head Office by email info@frozen-value.co.uk using “GDPR” as the subject line.