



## **Recruitment Privacy Notice**

As part of our recruitment process, the Company collects and processes personal data relating to job applicants. The Company is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations in full accordance with prevailing legislation..

### **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
- date and place of birth
- details of your qualifications, skills, experience and employment history (including reasons for leaving any current employment)
- information about your current level of remuneration, including benefit entitlements
- whether or not you have a disability for which the Company needs to make reasonable adjustments during the recruitment process
- information about your entitlement to work in the UK, and
- information about your hobbies and interests.

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 including observation days.

The Company may also collect personal data about you from third parties, such as references supplied by former employers, CVs , cover letters and training certificates from external employment agencies, applications received through our Company website, external job boards, social media networks including Facebook and LinkedIn, information from employment background check providers regarding an applicant's right to live and work in the UK (including data received from the Home Office), data from the DVLA regarding up to date drivers licence information, and information from criminal records checks where this is required for an employee's role (e.g. those who will be required to hold liquor licences) and information from local authorities and councils relevant to any licensing applications. The data obtained from these sources may include an employee's name, address, date of birth, contact telephone numbers, contact email addresses, national insurance number, driving licencing number, passport number, identity card numbers, visa numbers and details of any criminal records. The Company 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/Payroll management systems and on other IT systems (including email).

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

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

In some cases, the Company 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 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. The Company may also need to process data from job applicants to respond to and defend against legal claims.

The Company may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. It may also collect information about whether or not applicants are disabled, about any disability, the effects of that disability, and special arrangements that may need to be made to the recruitment process as a result of that disability, to allow the company to consider reasonable adjustments to the recruitment process for candidates who have a disability. The Company processes such information to carry out its obligations and exercise specific rights in relation to employment.

For roles which involve the applicant holding a liquor licence, the Company may be required to seek information about criminal convictions and offences. Where the Company seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The Company 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 may be shared internally for the purposes of the recruitment exercise. This includes members of the HR team, interviewers involved in the recruitment process, managers in the business area for which you may be considered, and IT staff if access to the data is necessary for the performance of their roles.

The Company may also share your data with any group companies as part of our regular reporting activities on company or individual performance, in the context of a business reorganisation or group restructuring exercise, for system maintenance support and hosting of data.

The Company will not normally share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Company will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks. Your information (including health questionnaires issued after an offer of employment has been made) may also be shared with the Company's occupational health practitioners after an offer of employment has been made and following completion by you of a health questionnaire

The Company may share your data with third parties such as health professionals if access to the data is necessary to establish if any reasonable adjustments are required as part of the recruitment process (please note your data may be shared with health professionals **before** any job offer is made where information relating to reasonable adjustments is required during the recruitment process).

The Company will not transfer your data outside the European Economic Area (the “EEA”) without your consent. In some circumstances, we may share your data with group companies outside of the EEA (e.g. if you wish to be considered for a role in a country outside the EEA) but we will seek your consent before doing so. The Company will make sure that there are adequate safeguards in place to protect your data in these circumstances.

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

The Company takes the security of your data seriously. It has 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.

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

If your application for employment is unsuccessful, the Company will hold your data on file for 6 months after the end of the relevant recruitment process. At the end of that period, your data is deleted or destroyed.

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 the employees 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 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 contact our Privacy Officer via [Privacy@pizzaunion.com](mailto:Privacy@pizzaunion.com)

If you believe that the Company has not complied with your data protection rights, we would aim to resolve this internally via our Privacy Officer who can be contacted via [Privacy@pizzaunion.com](mailto:Privacy@pizzaunion.com) but you do have the right to complain to the Information Commissioner at any time.

### **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.

### **Automated decision-making**

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