



Local Food Links Privacy Policy for Job Applicants

At Local Food Links we take Privacy and Data Security seriously. This Privacy Policy explains how Personal Data is collected and used. If you have any queries please don't hesitate to contact us at: support@localfoodlinks.org.uk or call 01308 420269.

Applying for a Job at Local Food Links:

As part of any recruitment process, Local Food Links Ltd collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information do we collect?

Local Food Links 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.

We 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 proof of 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 and will inform you that we are doing so.

Data will be stored in a range of different places; in our secure filing systems, on our servers and within email.





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Why do we process personal data?

Local Food Links 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 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 need to process data from job applicants to respond to and defend 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 obligations and exercise specific rights in relation to employment.

We need to process data prior to entering into a contract with you. In some cases, we need to process data to ensure that we are complying with legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

How long will we keep your Data?

We will retain your Data for a maximum of 3 months for recruiting purposes. After this time Data from unsuccessful candidates will be destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the Central Team and/or Kitchen Management Teams. In some cases we may share your information with our HR consultant or Legal Advisors.

In the event of a successful applicant we may share Data in order to obtain references.



Local Food Links Limited is a Registered Society
registered under the Financial Conduct Authority, number 30173R.
Registered office as above.





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How does Local Food Links 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.

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; and
- object to the processing of your data where Local Food Links is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact Caroline.morgan@localfoodlinks.org.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

Local Food Links 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.

