

Local Food Links Ltd - Job Applicant Privacy Notice

Data controller:

Local Food Links Ltd, Unit 17 St. Michael's Trading Estate, Bridport, Dorset, DT6 3RR.

Data protection officer:

Caroline Morgan, Chief Executive, Local Food Links Ltd, Unit 17 St. Michael's Trading Estate, Bridport, Dorset, DT6 3RR. Email: caroline.morgan@localfoodlinks.org.uk . Tel. no. 01308 428919.

As part of any 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.

What information does Local Food Links collect?

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

- your name, address and contact details, including email address and telephone numbers;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- information about the status of any criminal record that you may have;
- information about the status of your driving licence, if relevant to the job role you are applying for;
- 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 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.

The Company will also collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks as permitted by law. The Company will only seek information from third parties once a job offer has been made to you 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 the Company's HR management systems and on other IT systems (including email systems operated by the Company).

Why does Local Food Links process personal data?

The Company needs to process data to take steps at your request 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 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.

Where the Company relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of job applicants, employees or workers and has concluded that they are not.

The Company 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.

For the majority of job roles with Local Food Links, the Company is obliged 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 and to comply with a regulatory requirement to establish whether or not an individual has committed an unlawful act or been involved in dishonesty or other improper conduct.

If your application is unsuccessful, the Company may ask to keep your personal data on file in case there are future employment opportunities for which you may be suited. The Company will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time by contacting the Business Manager, Local Food Links Ltd, Unit 17 St. Michael's Trading Estate, Bridport, Dorset, DT6 3RR or emailing suzie.king@localfoodlinks.org.uk.

Who has access to your data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR, recruitment and accountancy teams, interviewers involved in the recruitment process, managers in the business area with a vacancy and relevant school if appropriate, and IT staff if access to the data is necessary for the performance of their roles.

The Company will not 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, the Company's HR consultancy service provider in order that an employment contract can be created and the Disclosure and Barring Service to obtain necessary criminal records checks.

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

How does Local Food Links protect your 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 (unless stated otherwise in this privacy notice) by anyone other than its employees in the proper performance of their duties. All Company computers are password protected.

Printed copies of your data that are no longer needed are disposed of using confidential waste systems such as shredding and/or collection and secure destruction by certified confidential waste operators.

Where the Company engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

For how long does Local Food Links keep data?

If your application for employment is unsuccessful, and we agree with you to keep your application on file, we will keep it for no longer than three months. At the end of that period or as soon as you withdraw your consent if earlier, your data will be 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 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 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;
- object to the processing of your data where the Company is relying on its legitimate interests as the legal ground for processing; and
- ask the Company to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the Company's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact Caroline Morgan, Chief Executive, Local Food Links Ltd, Unit 17 St. Michael's Trading Estate, Bridport, Dorset, DT6 3RR, or email her at caroline.morgan@localfoodlink.org.uk. Alternatively, you can make a subject access request by completing the Company's form for making a subject access request.

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 your 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. If your application is successful, it will be a condition of any job offer that you provide evidence of your right to work in the UK and satisfactory references.

Automated decision-making

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

Changes to this privacy notice

Local Food Links Ltd may change this Privacy Notice from time to time. This may be necessary, for example, if the law changes, or if the Company changes its business in a way that affects personal data protection. Updated copies can be obtained by contacting the Business Manager at the address shown above.

This Privacy Notice was last updated in October 2019.