

RECRUITMENT PRIVACY NOTICE

(May 2018)



What is the purpose of this document?

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 us in connection with our recruitment processes. Where you apply for either a vacant role or submit a speculative enquiry, these privacy notice provisions will apply to the processing of your personal information.

Total Foodservice Solutions Limited confirm we apply fully with all applicable Data Protection legislation and regulations in force.

What information do we collect from you?

We collect and process the following information from you:

- Information that you provide when you apply for a role, this includes information provided through an online job site, via email, in person, at interviews and/or by any other method.
- We process personal details such as name, email address, address, date of birth, qualifications, experience, information relating to your employment history, skills and experience that you provide to us.

How do we process the information you submit?

We will use the information held about you in the following ways:

- To consider your application in respect of a role for which you have applied
- To communicate with you in respect of the recruitment process

Who do we share the information with?

If your application was submitted on-line the information is also stored by a third party for a period of 28 days. The third party complies with data protection and will not share your data with anyone other than us.

The information you submit to the Company will be shared with the recruiting manager and relevant director for the purposes of short-listing and interviewing.

How long do we keep your personal data?

Total Foodservice Solutions Limited retains personal information following the recruitment exercise to demonstrate, if required, that candidates have not been discriminated against on prohibited grounds and that recruitment exercises are conducted in a fair and transparent way.

The Company will retain your personal data for a period of 6 months once the position has been filled unless you tell us otherwise.

If your application is a speculative enquiry, by either CV or application form, this will be kept for a period of 6 months from date of receipt.

Information relating to the successful candidate will be transferred to their employment record with the Company. This will be limited to that information necessary for the working relationship and, where applicable, that required by law.

You have the right to request deletion of your personal data. The Company will comply with this request, subject to the restrictions of our regulatory obligations and legitimate interests as stated.

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Your individual rights

You have several rights in relation to how we will use your information. They are:

Right to be informed - You have a right to receive clear and easy to understand information on what personal information we have, why and who we share it with – we do this in our privacy notices.

Right of access - You have the right of access to your personal information.

Right to request your personal information be rectified - If your personal information is inaccurate or incomplete, you can request it is corrected.

Right to request erasure - You can ask for your information to be deleted or removed if there is not a compelling reason for us to continue to have it .

Right to restrict processing - You can ask we block or suppress the processing of personal information for certain reasons.

Right to object - You can object to us processing your personal information where: it's based on our legitimate interest; for direct marketing; and if we were using it for scientific/historical research and statistics.

Rights related to automatic decision making including profiling - As a Company Total Foodservice Solutions Ltd do not engage in the practice of automatic decision making as defined by the Data Protection Act, if this changes in the future we will notify you.

The legal basis for processing

By voluntarily submitting an application for our vacant role you are giving consent for us to process your personal information for recruitment purposes. However, we will rely on legitimate interest as the lawful basis on which we collect and use your personal data. Our legitimate interests are the recruitment of staff for our business.

Data Security

We take appropriate measures to ensure your personal data is kept safe and secure and limit access to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Changes to our recruitment privacy notice

From time to time the Company will update the recruitment privacy notice and the latest version will always be available on this web page.

How to contact us

Please contact us if you have any questions about our recruitment privacy notice or information we hold about you at: hr@totalfoodservice.co.uk.

Or write to us at: The HR Manager (Data Controller)
Total Foodservice Solutions Limited
Green Lea Mills, Cross Green Road
Dalton
Huddersfield.
HD5 9XX
Tel: 01484 558500