



## Job Applicant Privacy Notice

This Job Applicant Privacy Notice sets out what personal data we, ALS Group, hold about you and how we collect and use it during and after the recruitment process. It applies to anyone who is applying to work for us, whether as an employee, volunteer or intern (together referred to as 'Job Applicant' or 'you').

Please note that we will not necessarily hold, use or share *all* of the types of personal data described in this Privacy Notice in relation to you, this will be dependent on the role for which you are applying, the nature of the recruitment process, how far you progress in the recruitment process and your individual circumstances.

This Privacy Notice applies from 25 May 2018, when the General Data Protection Regulation comes into force. It does not give you any contractual rights. We may update this Privacy Notice at any time.

### Who is the controller?

ALS Group is the "controller" for the purposes of data protection law. This means that we are responsible for deciding how we hold and use personal data about you.

### What is personal data?

Personal data means any information relating to an individual who can be identified by reference to an identifier (e.g. name, NI number, employee number, email address, physical features). It can be factual (e.g. contact details or date of birth), an opinion about an individual's actions or behaviour, or information that may otherwise impact that individual in a personal or business capacity.

### What type of personal data do we hold about you and why?

At the initial stages of recruitment, we collect, hold and use the following types of personal data about you:

- Information contained in your application form/CV/covering letter, including your name, title, contact details, employment history, experience, skills, qualifications/training (including educational, vocational, driving licences where appropriate), referees' names and contact details, etc.
- Selection information, including correspondence, interview notes, internal notes, the results of any written or online selection tests

If you are shortlisted for a position, or you receive a conditional offer of employment, we may collect, hold and use the following additional types of personal data about you:

- Pre-employment check information, including references and verification of qualifications
- Right to work checks and related documents

We hold and use this personal data so that we can:

- process your application and correspond with you about it;
- assess whether you have the required skills, experience, qualifications and training for a role within the company;
- make informed recruitment decisions;
- verify information provided by you;
- check and demonstrate that you have the legal right to work in the UK;
- keep appropriate records of our recruitment process and decisions;



### **What are our legal grounds for using your personal data?**

Data protection law specifies the legal grounds on which we can hold and use personal data.

We use your personal data to take steps at your request in order to enter into a contract with you, by applying for a job with us you are effectively asking us to enter into a contract with you.

We need it to comply with a legal obligation e.g. the obligation not to discriminate during our recruitment process, or the obligation not to employ someone who does not have the legal right to work in the UK.

It is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests. For example, it is in our legitimate interests to review and consider your personal data (as listed above) so that we can select the most appropriate candidate for the job.

### **How do we collect your personal data?**

You provide us with most of the personal data about you that we hold and use, for example in your written application, or by completing any assessments during the interview process.

Some of the personal data we hold and use about you is generated from internal sources during the recruitment process. For example, the person interviewing you may score your suitability for the role and we record the reasons for decisions made about whether or not your application is successful.

We hold and use some personal data which may come from external sources. For example, a recruitment agency provides us with a shortlist of candidates. If we offer you a role, we will carry out pre-employment checks, such as taking up references from past employers.

### **Who do we share your personal data with?**

#### **Recruitment agencies**

We engage recruitment agencies to provide us with suitable candidates for our available vacancies, to communicate with those candidates, to handle administration in connection with the recruitment process. If we have received your initial application details from a recruitment agency, we will share with them any of your personal data that is necessary to enable them to fulfil their functions for us.

#### **Legal/professional advisers**

We share any of your personal data that is relevant, where appropriate, with our legal and other professional advisers, in order to obtain legal or other professional advice about matters related to you or in the course of dealing with legal disputes with you or other Job Applicants.

#### **External Psychometric Testing agencies**

We may share your personal data with external online assessment agencies to enable psychometric or competency based assessments to be completed. Job Applicants will be informed at the interview stage if these methods are to be utilised.

### **How long will we keep your personal data?**

We will keep your personal data throughout the recruitment process.



If your application is successful, when you start work for us you will be issued with an Employee Privacy Notice which will include information about what personal data we keep from the recruitment process and how long we keep your personal data whilst you are working for us and after you have left.

If your application is unsuccessful, we will keep your personal data for up to 6 months from the date we notify you of our decision.

In all cases, we will not keep your personal data for longer than we need it for our legitimate purposes.

### **Will we keep your application on file?**

If you are unsuccessful for the role for which you have applied, or you sent us a speculative application, then, if you have consented to us doing so, we will keep your personal data on file to identify if you might be suitable for any other vacancies that may arise in the next 6 months and will contact you if we believe this is the case.

If you change your mind about us keeping your personal data on file, you have the right to withdraw your consent at any time – see ‘Your Rights’, below.

### **References**

If you give us details of referees, we require you to inform them what personal data of theirs you are giving to us. You must also give them our contact details and let them know that they should contact us if they have any queries about how we will use their personal data.

### **Your rights**

You have a number of legal rights relating to your personal data, which are outlined here:

- The right to make a subject access request.
- The right to request that we correct incomplete or inaccurate personal data.
- The right to request that we delete or remove personal data that we hold.
- The right to object to our processing your personal data.
- The right to request that we restrict our processing of your personal data.
- The right to withdraw your consent to us using your personal data.
- The right to request that we transfer your personal data to another party.

If you would like to exercise any of the above rights, please contact HR in writing. Note that these rights are not absolute and in some circumstances we may be entitled to refuse some or all of your request.

### **Consequences of not providing personal data**

You are under no statutory or contractual obligation to supply ALS Group with your personal data 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 questions or concerns about how your personal data is being used please email us at [hr.food.uk@alsglobal.com](mailto:hr.food.uk@alsglobal.com)