



# Privacy Policy for Job Applicants

As part of our recruitment process, Tims Dairy collects and processes personal data relating to job applicants. Tims Dairy is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

## Why we need your data

Tims Dairy 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 against legal claims. We may also 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 our legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

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 our obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, Tims Dairy may keep your personal data on file in case there are future employment opportunities for which you may be suited. We will ask for your consent before we keep your data for this purpose and you are free to withdraw your consent at any time.

## What information we collect

In order to manage your application, we need to process certain information about you. We only process your information as necessary for the purposes of progressing your application or as required by law or regulatory requirements.

Tims Dairy 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;
- Health screening to comply with the Food Safety Regulations.
- Whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process; and
- Information about your entitlement to work in the UK.

Tims Dairy 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.

Data will be stored in a range of different places, including on your application record, in our HR management systems and on other IT systems (including email).

## Who has access to your data and how we keep it safe

Your information may be shared internally for the purposes of recruitment. This includes members of the HR team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles. We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We may then share your data with former employers to obtain references for you.

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.

## How long we keep your data

If your application for employment is unsuccessful, Tims Dairy will hold your data on file for twelve months after the end of the relevant recruitment process. You will be asked when you submit your CV whether you give us consent to hold your details in order to be considered for other positions or not. You are free to withdraw your consent at any time. At the end of the twelve-month period, or once you withdraw your consent, 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 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 policy.

## Your Rights

As a data subject, you have a number of rights. You can request details of personal information that we hold about you. You can also request changes to be made to incorrect information. You can ask for information to be deleted or blocked if you legitimately think that we shouldn't be processing that information or are processing it incorrectly. You also have the right to lodge a complaint to the Information Commissioners' Office if you believe that we have not complied with the requirements of the GDPR or DPA with regard to your personal data.

## Contact us

If you would like to exercise any of these rights, please email [hr@timsdairy.co.uk](mailto:hr@timsdairy.co.uk) or write to: Human Resources Department, Tims Dairy Limited, Anglo House, Bell Lane, Little Chalfont, Buckinghamshire, HP6 6FA.

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