



JustIngredients Limited
Basepoint Business Centre
Riverside Court
Beaufort Park
Chepstow
Monmouthshire
NP16 5UH

Tel +44 (0)1291 635 525
sales@justingredients.co.uk
www.justingredients.co.uk

JOB APPLICANT PRIVACY NOTICE

Data controller: JustIngredients Limited, Basepoint, Riverside Court, Chepstow, Monmouthshire, NP16 5UH.

As part of any recruitment process, JustIngredients collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

What information do we collect?

We collect a range of information about you. This includes:

your name, address and contact details, including email address and telephone number;

your national insurance 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 we need to make reasonable adjustments during the recruitment process;

information about your entitlement to work in the UK; and

information about any criminal records;

We 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.

We will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks.



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With regard to references, we will seek information from third parties only once a job offer to you has been made and will inform you we are doing so.

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

Why do we process personal data?

We need to process data to take steps at your request prior to entering into a contract with you. We also need to process your data to enter 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, we are required to check a successful applicant's eligibility to work in the UK before employment starts.

We have 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.

Where we rely on legitimate interests as a reason for processing data, we have considered whether or not those interests are overridden by the rights and freedoms of employees or workers and have concluded that they are not.

We process health information if we need to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out our obligations and exercise specific rights in relation to employment.

For some roles, we are obliged to seek information about criminal convictions and offences. Where we seek this information, we do so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, we will 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.



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Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the management team, 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. At this point, we will then share your data with former employers to obtain references for you and if required, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

We will not transfer your data outside the European Economic Area.

How do we protect your data?

We take the security of your data seriously and have in place internal policies and controls 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.

Notwithstanding the security measures that we take, it is important to remember that the transmission of data via the internet may not be completely secure and that you are advised to take suitable precautions when transmitting data to us via the internet.

How long do we keep your data for?

If your application for employment is unsuccessful, we will not hold your data on file after the end of the relevant recruitment process unless you have given us explicit consent to do so.

If you agree to allow us to keep your personal data on file, we will hold your data on file for twelve months for consideration for future employment opportunities. At the end of that 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 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.



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Your rights

As a data subject, you have a number of rights. You have the right to:

Request access to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it;

Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the accuracy of the new data you provide to us;

Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have successfully exercised your right to object to processing (see below), where we may have processed your information unlawfully or where we are required to erase your personal data to comply with local law;

Object to processing of your personal data where we are relying on a legitimate interest as the legal ground for processing and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms;

Request restriction of processing of your data for a period if the data we hold is inaccurate or there is a dispute about whether or not your interests override our legitimate grounds for processing data; and

Withdraw consent at any time where we are relying on consent to process your personal data. If you withdraw your consent, we may not be able to process your application properly or at all.

If you would like to exercise any of these rights, please contact sales@justingredients.co.uk

If you believe that we have not complied with your data protection rights, you can complain to the Information Commissioner.



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What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to us 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.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.