# Privacy Notice For Job Applicants at Unicorn Grocery

**May 2018**

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

**Information that is collected:** During the recruitment process, we collect a range of information from you, which includes:

* Your name and contact details (address, email, phone numbers)
* qualifications, skills, previous employment
* Information about how you meet the job requirements, including your physical capability
* eligibility to work in the UK
* eligibility to hold a directorship
* personal references
* results of assessments for suitability for the roles (for example: interviews and exercises)
* whether you have a disability for which we need to make reasonable adjustments during the recruitment process.

We collect this information from your application form and CV, the optional Monitoring Form, from interviews and from other assessments during the recruitment process. If your application is successful and you are offered a position, we will take up your references and inform you that we are doing this.

**Why we hold the information:** During recruitment, we have a legitimate interest to process your personal data, so that we can take steps at your request to consider entering into an employment contract with you. We are also legally required to check that you are eligible to work in the UK. The job also requires you to be a director of Unicorn, and so we need to check that you are eligible for holding a directorship.

When we collect information on disability, ethnic background, gender preference, and age, this is for equal opportunities monitoring purposes. You are not obliged to provide this information.

Additionally, information on disability will be used during the recruitment process to make any reasonable adjustments, in order to carry out our obligations and exercise specific rights in relation to employment.

**Who will have access to your information?:** Your information will be shared internally with the recruitment team, the Personnel Team and other members involved in the recruitment process.

Your data will not be shared with 3rd parties, unless you are successful and an offer is made, in which case we take up your references.

**How long will we hold this information?:** If you are unsuccessful with your job application, we will hold your information for one year. If successful, the information will be transferred to your personal record (under a new privacy notice).

**How we hold your information:** Hardcopy information (for example, notes from assessments or exercises, printouts of application form and CV, and reference letters) will be held in secure filing cabinets. Electronic forms of information will be held in password-protected files.

We use Google as a data processor, for email and online document storage only, using password-protected accounts. This information may not be held on servers located within the EU countries.

**Your rights:** Under the General Data Protection Regulation (GDPR) and The Data Protection Act 2018 (DPA) you have the right to request from us access to and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability.

You 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 with regard to your personal data.

**What if you do not provide personal data?** You are under no obligation to provide the information requested during the recruitment process. However, if you do not provide information required on the application form, your CV and during assessment, then we may not be able to consider your application.

**Who to contact:** Unicorn Ltd is the controller and processor of data for the purposes of the GDPR. Google is also a 3rd party data processor.

If you have any concerns as to how your data is processed you can contact a member of the Personnel Team (email: personnel@unicorn-grocery.co.uk)