



GDPR APPLICANT PRIVACY NOTICE

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This Privacy Notice tells you what to expect in relation to personal information about you which is collected, handled and processed by Honeybuns as part of any recruitment process.

Honeybuns (Naish Farm, Stony Lane, Holwell, Dorset DT9 5LJ) is the Data Controller. Any questions relating to this Privacy Notice and our privacy practices should be directed to data@honeybuns.co.uk.

We acknowledge and agree that any personal data of yours that we handle will be processed in accordance with data protection law, including the General Data Protection Act ('GDPR').

The information that we may collect

The information about you we may collect, hold and process is set out below:

- 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.
- 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.

Honeybuns 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. We may also use online recruitment sites such as Indeed, in which case their own privacy terms will apply in addition to this Notice.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

Data will be stored in a range of different places, including on your application record, in electronic format on IT systems and emails and hard paper copies in locked cabinets.

Why Honeybuns processes personal data and how we use the information

We need to process data to take steps at your request prior to entering into a contract with you. We may 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 legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

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Honeybuns 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.

Honeybuns may process special categories of data, such as ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. 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 obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, Honeybuns 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.

Who has access to the data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes the Directors, HR, interviewers involved in the recruitment process, managers in the business area with a vacancy and members of the office/administrative team, 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 will not transfer your data outside the European Economic Area.

How does Honeybuns protect data?

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.

For how long does Honeybuns keep data?

If your application for employment is unsuccessful, Honeybuns will hold your data on file for six months after the end of the relevant recruitment process. 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 (electronic and paper based) and retained during your employment. Further information regarding your data will then be provided to you in a new Employee Privacy Notice.



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Your rights

You have the right to ask for a copy of the information that we hold about you. Under GDPR, we no longer have the right to charge a fee. If you would like to make a request for information please email data@honeybuns.co.uk.

In addition to this right of access, under GDPR, you also have the following rights:

- The right to request that we correct any personal data if it is found to be inaccurate or out of date
- The right to request your personal data is erased where it is no longer necessary to retain such data
- The right to object to the processing of your data where Honeybuns is relying on its legitimate interests as the legal ground for processing.
- The right to ask that we stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override Honeybuns' legitimate grounds for processing data.

If you would like to exercise any of these rights, please email data@honeybuns.co.uk.

What if you do not provide personal data?

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

Concerns

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to Information Commissioners Office at www.ico.org.uk/concerns.

Contact

Please address any questions, comments and requests regarding our data processing to data@honeybuns.co.uk. Further information can also be found on the Information Commissioners Office website at www.ico.org.uk.

Changes to the Privacy Notice

This Privacy Notice may be changed by us at any time, in particular to comply with any further requirements under the GDPR.