

## PRIVACY NOTICE FOR RECRUITMENT

Bite Back 2030 Limited ('our', 'we' and 'us') is a 'data controller' and gathers and uses certain information about you. This notice explains what personal data (information) we hold about you, how we collect it, and how we use and may share information about you during the application process. We are required to notify you of this information under data protection laws. Please ensure that you read this Privacy Notice and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

### Data Protection Principles

We will comply with the following data protection principles when gathering and using personal information:

- we will process personal information lawfully, fairly and in a transparent manner
- we will collect personal information for specified, explicit and legitimate purposes only and will not process it in a way that is incompatible with those legitimate purposes
- we will only process the personal information that is adequate, relevant and necessary for the relevant purposes
- we will keep accurate and up to date personal information, and take reasonable steps to ensure that inaccurate personal information is deleted or corrected without delay
- we will keep personal information in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the information is processed, and
- we will take appropriate technical and organisational measures to ensure that personal information is kept secure and protected against unauthorised or unlawful processing, and against accidental loss, destruction or damage.

### About the Information We May Collect and Hold

The table set out in Part A of the Schedule below summarises the information we collect and hold up to and including the shortlisting stage of the recruitment process, how and why we do so, how we use it and with whom it may be shared.

The table in Part B of the Schedule below summarises the additional information we collect before making a final decision to recruit, i.e. before making an offer unconditional, how and why we do so, how we use it and with whom it may be shared.

We may also need to share some of the categories of personal information set out in the Schedule with other parties, such as companies that provide us with charitable support, external contractors and our professional advisers. Jamie Oliver Limited provides us with charitable support including sharing premises, personnel, information technology and security systems. Jamie Oliver Limited acts as a 'joint controller' with us when they process personal data of our staff and may only do so for the purposes and in the manner we have agreed with them. Usually, information will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information as required to comply with the law.

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

### **Where Information May Be Held**

Information may be held at our offices, and third party companies that provide us with charitable support, agencies, service providers, representatives and agents as described above. Information may be transferred internationally to the USA and other countries around the world, including countries that do not have data protection laws equivalent to those in the UK, on the basis that that country, territory or organisation is designated as having an adequate level of protection or that the organisation receiving the information has provided adequate safeguards by way of binding corporate rules or standard data protection clauses or of compliance with an approved code of conduct.

### **How Long we Keep Your Information**

We keep your information during the recruitment process for no longer than is necessary for the purposes for which the personal information is processed. How long we keep your information will depend on whether your application is successful and you become engaged by us, the nature of the information concerned and the purposes for which it is processed.

We will keep recruitment information (including interview notes) for no longer than is reasonable, taking into account the limitation periods for potential claims such as discrimination (as extended to take account of early conciliation), after which they will be destroyed. If there is a clear business reason for keeping recruitment records for longer than the recruitment period, we may do so but will first consider whether the records can be pseudonymised, and the longer period for which they will be kept.

If your application is successful, we will keep only the recruitment information that is necessary in relation to your contract with us. Further information about this will be available in our Privacy Notice for Staff.

Further details on our approach to information retention and destruction are available upon request.

### **Your Rights to Request Access, Correction or Erasure of Your Personal Information**

Please contact us at [hello@biteback2030.com](mailto:hello@biteback2030.com) if, in accordance with applicable law, you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask us for some but not all of the information we hold and process to be erased (the 'right to be forgotten') in certain circumstances. We can provide you with further information about the right to be forgotten, if requested.

### **Keeping Your Personal Information Secure**

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so. Please ask us if you would like further information about the security measures we have in place.

### **How to Complain**

We hope that we can resolve any query or concern you raise about our use of your information. If not, contact the Information Commissioner at [ico.org.uk/concerns/](https://ico.org.uk/concerns/) or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.

## ABOUT THE INFORMATION WE MAY COLLECT AND HOLD

### Part A: UP TO AND INCLUDING THE SHORTLISTING STAGE

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
Your name and contact details (ie address, home and mobile phone numbers, email address)	From you	<p>Legitimate interest: to carry out a fair recruitment process</p> <p>Legitimate interest: to progress your application, arrange interviews and inform you of the outcome at all stages</p>	<p>To enable HR personnel or the manager of the relevant department to contact you to progress your application, arrange interviews and inform you of the outcome</p> <p>To inform the relevant manager or department of your application</p>
Details of your qualifications, experience, employment history (including job titles, current remuneration and working hours) and interests	From you, in the completed application form and interview notes (if relevant)	<p>Legitimate interest: to carry out a fair recruitment process</p> <p>Legitimate interest: to make an informed decision to shortlist for interview and (if relevant) to recruit</p>	To make an informed recruitment decision if you are invited for interview, the interviewer will receive non-anonymised details
Details of your referees	From your completed application form	Legitimate interest: to carry out a fair recruitment process	<p>To carry out a fair recruitment process</p> <p>To comply with legal/regulatory obligations</p> <p>Information shared with relevant managers, HR personnel and the referee</p>

### PART B: BEFORE MAKING A FINAL DECISION TO RECRUIT

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
<p>Information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers <input type="checkbox"/></p>	<p>From your referees (details of whom you will have provided)</p>	<p>Legitimate interest: to make an informed decision to recruit</p> <p>To comply with our legal obligations</p> <p>Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice</p>	<p>To obtain the relevant reference about you</p> <p>To comply with legal/regulatory obligations</p> <p>Information shared with relevant managers and HR personnel</p>
<p>Information regarding your academic and professional qualifications <input type="checkbox"/></p>	<p>From you, from your education provider</p>	<p>Legitimate interest: to verify the qualifications information provided by you</p>	<p>To make an informed recruitment decision</p>
<p>Information regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs) <input type="checkbox"/></p>	<p>If required for your role and we request it - From you and from the Disclosure and Barring Service (DBS)</p>	<p>To perform our contract with you</p> <p>To comply with our legal obligations</p> <p>Legitimate interest: to verify the criminal records information provided by you</p> <p>For reasons of substantial public interest (preventing or detecting unlawful acts)</p>	<p>To make an informed recruitment decision</p> <p>To carry out statutory checks</p> <p>Information shared with DBS and other regulatory authorities as required</p> <p>For further information, see * below</p>

Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information



From you and, where necessary, the Home Office

To enter into/perform our contract with you

To comply with our legal obligations

Legitimate interest: to maintain employment records

To carry out right to work checks

Information may be shared with the Home Office

A copy of your driving licence



If required for your role and we request it  
- From you

To enter into/perform our contract to you

To comply with our legal obligations

To comply with the terms of our insurance

To make an informed recruitment decision

To ensure that you have a clean driving licence

Information may be shared with our insurer

Information about your use of our premises

Automated monitoring of our CCTV and access control systems.

Legitimate interests: to ensure security of our premises and tangible and electronic information stored at those premises and prevent any personal data breaches; to monitor and manage access to our systems and facilities.

To comply with our legal obligations to secure personal data and avoid personal data breaches

Information may be shared with Jamie Oliver Limited who share part of our office, with police, our insurers and the supervisory authority responsible for data protection in the event of a security incident and/or personal data breach.

Your health data if you notify us of any health requirements, such as accessibility, that you may require in order to attend an interview at our office

From you

Legitimate interests: to provide safe, comfortable and suitable premises and make appropriate arrangements for persons attending our office.  
To comply with our legal obligations

Information will be shared between our teams and with Jamie Oliver Limited who share part of our office to make arrangements and any modifications needed to our premises before and at the time of interviews with candidates.

You are required (by law or in order to enter into our contract with you) to provide the categories of information marked '☐' above to us to enable us to verify your right to work and suitability for the position.

\*Further details on how we handle information relating to criminal convictions and offences are available upon request.