

## **apetito Recruitment Privacy Statement – Job Applicants**

### **1 About apetito**

This Recruitment Privacy Statement - Job Applicants sets out how we collect, use and protect the personal data that you provide to us. It also explains what we do with your data. We also set out details about your rights in relation to the personal data we hold about you, and how to contact us if you have any questions or comments.

apetito Limited (apetito, we, our or us) is a company registered in England and Wales under company number 00233851 whose registered office is at Canal Road, Trowbridge, Wiltshire, BA14 8RJ. You may also know us as Wiltshire Farm Foods. We are registered as a data controller with the Information Commissioner's Office and our registration number is Z5944325.

### **2 About this Recruitment Privacy Statement – Job Applicants**

This privacy statement applies to the personal data we collect about you through our website recruitment portal ([www.apetito.co.uk](http://www.apetito.co.uk)) (**Website**), by post, by telephone and when you otherwise communicate with us (**Communicate**).

This privacy statement may change from time to time and, if it does, the up-to-date version will always be available on our Website.

### **3 What data do we collect about you?**

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary. The information we ask for is used to assess your suitability for employment.

Personal data we process:

- your name
- your contact details (telephone number, email and address)
- CV and covering letter and any other information that you provide us with to support your application
- we may also be required to confirm your status regarding your right to work in the UK

You will also be asked to provide equal opportunities information. This information will not be made available to any staff outside of our Recruitment/HR team. Any information you do provide, will be used only to produce and monitor equality data in accordance with our Equality & Diversity Policy.

If you provide us with personal data relating to other people (for example, a candidate) then you will need to check with them that they are happy for you to share their data with us.

### **4 How will we use your personal data**

We will collect, store and use personal data you provide to us in order to carry out the activities relevant to our recruitment and candidate selection process. We will only do this where:

- you have given us consent to do so for the specific purposes which we have told you about
- it is necessary for us to process your application
- it is necessary in order to fulfil our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests; or
- the law otherwise permits or requires it

Where we process your personal data on the basis of our legitimate interests, these are our (or our third party's) interests in providing activities relevant to the recruitment and candidate selection process in an efficient and secure manner.

## **5 Who will have access to your personnel data**

Your personal data will only be seen or used by our Recruitment/HR Team and relevant hiring manager(s) who have a legitimate business need to access your personal data for the purposes set out in this Recruitment Privacy Statement – Job Applicants

## **6 Who else might we share your personal data with?**

Except as explained in this privacy statement, we will not share your personal data with third parties without your consent unless required to do so by law.

We will share your personal data with the following third-party service providers who assist us with the recruitment process:

- companies who provide services to us, for example, suppliers who provide psychometric testing, Driver Licence checks, Disclosure Barring Service checks, Recruitment Portal or who provide our information technology systems

In most cases, our third parties' ability to use your data is limited and we will only allow them to use your personal data for specific purposes in accordance with our instructions and not for their own purposes. We will ensure that where these third parties process your personal data they do so in the way set out in this privacy statement and in compliance with the law.

The data that we collect from you will be transferred to, and stored at, a destination outside of the European Economic Area ("EEA"). It will also be processed by staff operating outside the EEA who work for us or one of our suppliers.

## **7 How do we protect your personal data?**

We take your privacy seriously and have implemented appropriate physical, technical and organisational security measures designed to secure your personal data against accidental loss, destruction or damage and unauthorised access, use, alteration or disclosure.

We follow strict security procedures as to how your personal data is stored and used, and who sees it, to help stop any unauthorised person getting hold of it. Once we have received your personal data, we will use strict procedures and security features to try to prevent unauthorised access.

Unfortunately, the transmission of your personal data via the internet is not completely secure and although we do our best to protect your personal data, we cannot guarantee the security of your data transmitted to us over the internet and you acknowledge that any transmission is at your own risk.

## **8 How long do we keep your personal data?**

We will keep your personal data for no longer than is necessary for the purposes we have set out above and in accordance with our Retention Policy. In addition, you have the option to update your profile and remove your details at any time.

The third parties we engage to provide services on our behalf will also keep your data no longer than is necessary for the purposes we have set out above. If we end our relationship with any third-party providers, we will make sure they securely delete or return your personal data to us.

## **9 What are your rights?**

You have a number of rights in relation to your personal data. There are circumstances in which your rights may not apply. You have the right to request that we:

- provide you with a copy of the information we hold about you;
- update any of your personal information if it is inaccurate or out of date;

- delete the personal data we hold about you
- restrict the way in which we process your personal data;
- stop processing your data if you have valid objections to such processing;
- transfer your personal data to a third party

For more information on your rights and how to use them, or if you would like to make any of the requests set out above, please contact us using the details provided in section 10. We will respond to all such requests within the time period required by law.

Even if you consented to the processing of your personal data for recruitment purposes, you have the right to ask us to stop processing your personal data for such purposes. You can exercise this right at any time by amending your online profile or by contacting us at [recruitment@apetito.co.uk](mailto:recruitment@apetito.co.uk) or 01225 753636.

#### 10 **Who can you ask for more information?**

We are data controllers, because we collect personal data about you and determine how and why it will be used. If you have any questions or concerns about how we handle your personal data, you can contact us using any one (or more) of the following:

Post: apetito Limited  
Canal Road  
Trowbridge  
Wiltshire  
BA14 8RJ

Email address: [recruitment@apetito.co.uk](mailto:recruitment@apetito.co.uk)

Telephone number: 01225 753 636

Alternatively, you can contact us through the “Contact Us” section of the Website.

We have appointed Lindsay Boxsey as our Data Protection Officer (DPO). Our DPO can be contacted by post or telephone using the above contact details, or via email at [dpo@apetito.co.uk](mailto:dpo@apetito.co.uk)

If you are unsatisfied with our response to any data protection issues you raise with us or our DPO, you have the right to make a complaint to the Information Commissioner’s Office (ICO).

The ICO is the authority in the UK which is tasked with the protection of personal data and privacy.