

GDPR Data Protection Privacy Notice (Recruitment)

This notice explains what personal data (information) we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation.

Please ensure that you read this notice and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

Who collects the information

JBT Distribution Limited ("**Company**") is a "data controller" and gathers and uses certain information about you.

Data protection principles

We will comply with the data protection principles when gathering and using personal information, as set out in our GDPR Data Protection Policy (Employment).

About the information we 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 of employment unconditional, how and why we do so, how we use it and with whom it may be shared.

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 those of our group companies, and third party agencies, service providers, representatives and agents as described above.

How long we keep your information

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and you become employed 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 time limits for potential claims such as race or sex 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 employment. For further information, see our GDPR Data Protection Privacy Notice (Employment).

Your rights to correct and access your information and to ask for it to be erased

Please contact the HR Manager, who can be contacted via email at hr@jbt.co.uk 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 the HR Manager for some but not all of the information we hold and process to be erased (the "right to be forgotten") in certain circumstances. The HR Manager will provide you with further information about the right to be forgotten, if you ask for it.

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.

How to complain

If you have any queries or concerns about this notice or about our use of your personal information, please contact the HR Manager.

If the HR Manager is not able to address your query or concern, you can contact the Information Commissioner at <https://ico.org.uk/concerns/> or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.

The Schedule

About the information we 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 (i.e. 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, 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>	<p>To make an informed recruitment decision</p> <p>The person making the shortlisting decision will receive pseudonymised or anonymised details only; if you are invited for interview, the interviewer will receive non-anonymised details</p>
Your name, contact details and details of your qualifications, experience, employment history 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: if you are unsuccessful in your application, your details may be passed on to an associated company to see if they have any suitable vacancies</p>	To see whether an associated company has any suitable vacancies
Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs	From you, in a completed anonymised equal opportunities monitoring form	To comply with our legal obligations and for reasons of substantial public interest, (equality of opportunity or	To comply with our equal opportunities monitoring obligations and to follow our equality and other policies

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
		treatment)	For further information, see * below
Details of your referees	From your completed application form	Legitimate interest: to carry out a fair recruitment process	To carry out a fair recruitment process Information shared with relevant managers, HR personnel and the referee

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
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"/>	From your referees (details of whom you will have provided)	Legitimate interest: to make an informed decision to recruit To comply with our legal obligations Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice	To obtain the relevant reference about you To comply with legal/regulatory obligations Information shared with relevant managers and HR personnel
Information regarding your academic qualifications <input type="checkbox"/>	From you, from your education provider	Legitimate interest: to verify the qualifications information provided by you	To make an informed recruitment decision
Information regarding your criminal record <input type="checkbox"/>	From you and from Disclosure Scotland When a job offer is made individuals are asked to consent to a check that will include us carrying out a check as to your identity and basic criminal record check (via Disclosure Scotland and/or the Disclosure and Barring Service (DBS)).	To perform the employment contract To comply with our legal obligations Legitimate interest: to ensure your suitability for employment with us For reasons of substantial public interest, (preventing or detecting unlawful acts, and protecting the public against dishonesty)	To make an informed recruitment decision Information shared with Disclosure Scotland, the DBS and other regulatory authorities as required We would follow up any adverse information disclosed with you directly For further information, see * below
Your nationality and	From you and, where	To enter into/perform	To carry out right to

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
immigration status and information from related documents, such as your passport or other identification and immigration information <input type="checkbox"/>	necessary, the Home Office	the employment contract To comply with our legal obligations Legitimate interest: to maintain employment records	work checks Information may be shared with the Home Office
A copy of your driving licence <input type="checkbox"/>	From you	To enter into/perform the employment contract 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

You are required (by law or in order to enter into your contract of employment) 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 sensitive personal information are set out in our GDPR Data Protection Policy (Employment).

** How we handle criminal record information

We are committed to handling the disclosure of any criminal offence information to us in a way which is fair, transparent and complies with data protection legislation. Our reasons for obtaining such information are set out within the table above. We recognise the sensitivity of the information and as such we strictly apply the following safeguards:

We will be transparent with all job applicants as to the requirement for a criminal record check to be carried out and our purposes in doing so.

The check will only be carried out by us with your consent (which provides a legal basis for processing) and at the stage of a job offer having been made to you and not before.

Any criminal offence information disclosed to us will be used by us strictly for the limited purpose of considering your suitability to employment.

An adverse disclosure is not an automatic barrier to employment with us and we are committed to the fair use of such information, providing you with an opportunity to comment on any adverse disclosure which may affect your suitability for employment and thereafter taking into account all the relevant facts and circumstances, including the relevance of the offence having regard to the position in question, the seriousness of the offence, the circumstances and age of the offence, any pattern of offending and any change in circumstances since then.

We will keep such information securely and confidentially at all times and shall retain it for no longer than necessary and strictly in accordance with our Employment Data Retention Policy.