

1. **Contact details:** Your personal information is collected by Angus Soft Fruits Limited ("we"/"us"/"our"). You can contact our HR department at Orchard Farm, School Road, Salford Priors, Worcestershire WR11 8XD and via email recruitment@angussoftfruits.com. If you have any questions or complaints in relation to the use of your personal information or this Recruitment Notice, you can contact Marie Dawe on marie.dawe@angussoftfruits.com.
2. **Personal information collected:** We collect, the information below about you during the recruitment process. If you fail to provide certain information when requested we will not be able to progress your application.
 - **Information provided during the application process, in your curriculum vitae, covering letter and during the interview process including:** your name, date of birth, age, gender, home address, personal email address, education, qualification and work experience details, and references.
 - **Information collected or created by us during the recruitment process including:** interview notes, test scores and correspondence between us.
 - **Information about criminal convictions:** we carry out background checks as part of the recruitment process for certain roles and this requirement will be made clear on the advert.
 - **Information obtained from publically available sources:** we may collect information such as details of your employment and education history from business related public sources available online (e.g. LinkedIn).
 - **Special categories of personal data including:** racial and ethnic origin information and information relating to disabilities, religious beliefs or sexual orientation, physical or mental health information and immigration/naturalisation records (if this discloses racial/ethnic origin information).
3. **How we use personal information:** We will use the information collected from you because: (1) it is necessary for us to do so before entering into a contract with you; (2) we need to process your information in order to comply with a legal or regulatory obligation; or (3) because we or a third party have a legitimate interest to: (a) ensure the effective administration and management of the recruitment process; (b) ensure we hire a suitable individual for a role; (c) deal with disputes and accidents and take legal or other professional advice; and (d) ascertain your fitness to work.
4. **Sources of information:** This information is either (a) provided by you; (b) obtained from third parties (including former employers, employment agencies, credit reference



agencies or other background check agencies through the application and recruitment process; or (c) created by us in the course of the recruitment process.

5. **Why we use personal information:** We will use the information collected from you because: (1) it is necessary for us to do so before entering into a contract with you; (2) we need to process your information in order to comply with a legal or regulatory obligation; or (3) because we or a third party have a legitimate interest to: (a) ensure the effective administration and management of the recruitment process; (b) ensure we hire a suitable individual for a role; (c) deal with disputes and accidents and take legal or other professional advice; and (d) ascertain your fitness to work.
6. **How we use special category personal information:** We will process your special categories of personal data (1) to consider whether we need to provide appropriate adjustments during the recruitment process and to ascertain your fitness to work; (2) for equal opportunity monitoring purposes; or (3) to comply with any legal or regulatory obligation.
7. **Why we use special category personal information:** We will use special categories of personal information collected about you because: (1) you have provided your explicit written consent; (2) we need to do so to carry out our legal obligations; (3) it is necessary for the establishment, exercise or defence of legal claims or in relation to court cases; (4) there is a substantial public interest; (5) it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent.
8. **Information about criminal convictions:** As part of the recruitment process for specific roles we may need to ask you for information in relation to unspent criminal convictions AND we may carry out criminal background checks. These requirements will be made clear on the advert. We use this information and these checks (1) to assess your suitability for a regulated role; (2) to protect your interests, our interests and third party interests; (3) because it is necessary in relation to legal claims. We are allowed to use your personal information in this way where it is necessary to carry out our employment rights and obligations.
9. **Information that we share:** We will only share your personal information with the following third parties for the purposes of processing your application: (1) employment agencies, (2) background check and online test providers, (3) credit reference agencies and (4) regulators and competent authorities. We will also share personal data within our group for the purposes of administration, accounting and reporting purposes.
10. **Retention of your information:** We will retain your personal information for the duration of the recruitment process and for the length of any applicable limitation period for claims which might be brought against us later. If you are successful in applying for a position, your personal information will be retained for a further period, as set out within our Employee Privacy Notice.



- 11. Where your information will be held:** Personal information held about you may be transferred outside of the United Kingdom or the EU if your role is based in another country outside of these perimeters or if some of our staff involved in the recruitment process are located outside these perimeters. This would be for the purposes of administering the recruitment process subject to us implementing appropriate safeguards. If you would like to obtain copies of such safeguards you can request them from us on the contact details above.
- 12. Your rights:** You have the following rights in connection to your data: the rights of access, correction, erasure, objection, restriction, transfer, and the right to withdraw consent and to complain to a Supervisory Authority (in the UK you can make a complaint to the Information Commissioner's Office (at www.ico.org.uk)).

