



## **Job Applicant Privacy Notice (Compliant with GDPR May 2018)**

As part of any recruitment process, Fego Operations Ltd collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting data protection obligations.

### **What information do we collect?**

We will collect a range of information about you, including:

- Your name, address and contact details
- Employment history, skills and qualifications
- Information about your entitlement to work in the UK
- Any vital interest information pertinent to reasonable adjustments we may be able to make in an advertised role

Fego Operations Ltd collects this information in a number of ways, but the majority of it shall be collected through your submitted CV/cover letter and then identity documents shown during the recruitment process.

We may also seek personal information from third parties, such as references, but shall only do this after informing you that we are doing so.

Data will be stored in three places: our HR systems, in your hard personal file and on other IT systems, including email.

### **Why do we process personal data?**

We need to process personal data in order for you to enter our recruitment and selection process. In some cases we may also process data for legal obligations, such as to comply with our mandatory obligations to prove legal right to work in the UK for all employees. We will process your personal data for contractual reasons, such as to offer you a role and subsequently administer your pay.

Fego Operations Ltd 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.

If your application is unsuccessful, Fego Operations Ltd may keep your personal information on file in case there are future employment opportunities for which you may be suited. We will keep your data for a maximum of 9 months, and should you prefer that we don't, then please let us know.



### **Who has access to your data?**

Your information will be shared internally for the purpose of recruitment to a specific restaurant, or role. This includes HR, Line Managers and Operational Managers.

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 then share your data to obtain references and with our external service providers, such as payroll and pensions.

### **How do Fego Operations Ltd protect data?**

We take the security of your data seriously. We have internal policies and procedures to ensure your data is kept safe and is not misused or accessed incorrectly.

### **Your rights:**

As a data subject, you can:

- Access and obtain a copy of your data on request
- Require the organisation to change incorrect/incomplete data
- Require the organisation to delete or halt in the processing of your data if it is no longer necessary for the purpose of processing

If you would like to exercise any of these rights, please contact Vanessa [hr@fegouk.com](mailto:hr@fegouk.com)

You are under no obligation to provide personal data to Fego Operations Ltd, but we may not be able to process your application properly or at all without it.