

## **Recruitment Data Policy**

As part of any recruitment process, WE ARE BAR GROUP LTD collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meeting its data protection obligations.

### **What information does WE ARE BAR GROUP LTD collect?**

WE ARE BAR GROUP LTD collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which WE ARE BAR GROUP LTD needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and

We collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, collected through interviews.

WE ARE BAR GROUP LTD will also collect personal data about you from third parties, such as references supplied by former employers WE ARE BAR GROUP LTD will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

### **Why does WE ARE BAR GROUP LTD process personal data?**

WE ARE BAR GROUP LTD needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, WE ARE BAR GROUP LTD needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

WE ARE BAR GROUP 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 WE ARE BAR GROUP LTD 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.

For some roles, WE ARE BAR GROUP LTD is obliged to seek information about criminal convictions and offences. Where WE ARE BAR GROUP LTD seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, WE ARE BAR GROUP LTD will keep your personal data on file in case there are future employment opportunities for which you may be suited. WE ARE BAR GROUP LTD will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

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

Your information will be shared internally for the purposes of the recruitment exercise. This includes HR, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

WE ARE BAR GROUP LTD will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. WE ARE BAR GROUP LTD will then share your data with former employers to obtain references for you.

### **How does WE ARE BAR GROUP LTD protect data?**

WE ARE BAR GROUP LTD takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

### **For how long does WE ARE BAR GROUP LTD keep data?**

If your application for employment is unsuccessful, WE ARE BAR GROUP LTD will hold your data on file for **6 MONTHS** after the end of the relevant recruitment process. If you agree to allow WE ARE BAR GROUP LTD to keep your personal data on file, WE ARE BAR GROUP LTD will hold your data on file for a further **6 MONTHS** for consideration for future employment opportunities. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file. The periods for which your data will be held will be provided to you in a new privacy notice.

### **Your rights**

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require WE ARE BAR GROUP LTD to change incorrect or incomplete data;
- require WE ARE BAR GROUP LTD to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where WE ARE BAR GROUP LTD is relying on its legitimate interests as the legal ground for processing; and
- ask WE ARE BAR GROUP LTD to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override WE ARE BAR GROUP LTD's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact HR.

If you believe that WE ARE BAR GROUP LTD has not complied with your data protection rights, you can complain to the Information Commissioner.

### **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to WE ARE ABR GROUP LTD during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.