



PRIVACY NOTICE – JOB APPLICATION

As part of any recruitment process, Fridays Ltd, collects and processes personal data relating to job applicants. Fridays Ltd is committed to being transparent about how they collect and use data and to meeting its data obligations.

Fridays Ltd collects a range of information about you which includes:

- Your name and address and contact details, including email address and telephone numbers.
- Details of any qualifications, education, experience and employment history.
- What your current level of remuneration, including benefits.
- If you have a disability Fridays Ltd needs to make reasonable adjustments during the recruitment process.
- A medical questionnaire (Drivers and Poultry) to ensure applicants meet DVLA requirements and safeguard our birds from diseases.
- Information about your entitlement to work in the UK.

Fridays Ltd gathers this information in various ways, i.e. our application form, CV, identity documents collected at interview stage. We will also collect personal data about you from third parties such as references from previous employers and information from driving license check providers. Data will be stored in IT systems including email.

Fridays Ltd needs to process data to enter a contract with you, in some cases we need to ensure we are complying with our legal obligations, for example it is required to check a successful applicants' eligibility to work in the UK and licenses before employment starts.

Fridays Ltd has a legitimate reason in processing personal data during the recruitment process and for keeping records of the process, this is to assess a candidate's suitability for employment and decide upon a successful candidate. We may also need to process data from job applicants to defend legal claims.

Fridays Ltd processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability and to ensure Driver applicants meet the DVLA medical requirements. Your information will be shared internally for the purpose of the recruitment exercise, this includes the HR team, interviewers and Managers that have a vacancy.

Fridays Ltd takes the security of your data seriously and has internal policies in place to ensure that your data isn't lost, accidentally destroyed, misused or disclosed and is not accessed except by our employees in the proper performance of their duties.

If your application for employment is unsuccessful, we will hold your data on file for 6 months after the end of the relevant recruitment process. At the end of that period your data will be deleted or destroyed. If your application is successful, personal data gathered during the recruitment process will be transferred to your personnel file. Once in full time employment you will be provided with a separate privacy notice.

You are under no statutory or contractual obligation to provide data to Fridays Ltd during the recruitment process, however if you do not provide the information, we may not process your application properly or at all.