



JOB APPLICANT PRIVACY NOTICE

Data controller:
Indie Holdings Ltd
97 Stoke Newington rd
London
N16 8BX

As part of any recruitment process, Indie Holdings (holder of Loading Bar trademark) 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 our data protection obligations.

1. What information do we collect?

We collect a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- your resume or CV, cover letter, details of your qualifications, skills, experience and employment history, education or other information you provide to us in support of an application;
- information from interviews and phone-screenings if you have
- whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK.

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

We may also collect personal data about you from third parties, such as references supplied by former employers.

We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so. Data will be stored in a range of different places, including email.

2. Why do we process personal data?

We need to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you. In some cases, we need to process data to ensure that we are complying with our legal obligations.

For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts. We have 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.

We will not use your data for any purpose other than the recruitment exercise for which you have applied.

3. Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes any members of staff involved in the recruitment process. 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 with former employers to obtain references for you.

We will not transfer your data outside the European Economic Area.

4. For how long do we keep data?

If your application for employment is unsuccessful, we will hold your data on file for six months after the end of the relevant recruitment process. We may keep your data for longer period to consider you for our future vacancies, in which case we will ask your permission. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your employee file and retained during your employment.

5. How to access and obtain, or rectify and/or erase your data, restrict or object to a further processing of your data

Where you wish to correct an error, remind yourself of the details of your application, or seek to erase some or all of the details of your application, you should contact us at hr@loading.bar.

Please note, there are some occasions where we are obliged by law to retain personal data.

6. Automated decision-making

Recruitment processes at Loading Bar are not based on automated decision-making

7. Changes to this Policy

We may change this policy from time to time. We will post any changes to this policy on this page. Each version of this policy is identified below by its effective date.

Last updated
25/05/2018