



Recruitment Privacy Notice

Introduction

The Peach Pubs Company (“we” or “us”) is committed to data protection and data privacy.

You have been directed to or otherwise sent a copy of this privacy notice because you are applying for work with us (whether as an employee, worker or contractor). This notice makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for. It provides you with certain information that must be provided under Data Protection Legislation.

In the UK, Data Protection Legislation means the Data Protection Act 2018 (‘DPA 2018’), United Kingdom General Data Protection Regulation (‘UK GDPR’), the Privacy and Electronic Communications (EC Directive) Regulations 2003 (‘PECR’) and any legislation implemented in connection with the aforementioned legislation. Where data is processed by a controller or processor established in the European Union or comprises the data of people in the European Union, it also includes the General Data Protection Regulation (Regulation (EU) 2016/679) (‘EU GDPR’). This includes any replacement legislation coming into effect from time to time.

If you are successful in your application, you will be provided with a separate privacy notice relating to your employment with us.

1 Data Controller

The Peach Pubs Company is the controller for the personal information we process as identified in this privacy notice. For further details on how you can contact us please see the **contact us** section below.

2 The information we collect and when

We only collect personal information that we know we will genuinely use and in accordance with the Data Protection Legislation. In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you:

- The information you have provided to us in your resume.
 - Information that you must provide us as part of our application form, including first name, last name, email address, phone number and postal address.
 - Information that is optional for you to provide as part of our application
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form, including the date you are available, your desired pay and a link to your website/blog/portfolio/LinkedIn.

- Any information you provide to us during an interview.
- The results of any tests or assessments as part of our interview process
- Information generated from background and/or security checks, where necessary, which could include information about criminal convictions and offences.
- Cookies and IP addresses if you have applied via our website. For more information please see our Cookie Policy on our website.
- CCTV images if you visit one of our sites.

We may also collect, store and use the following types of more sensitive personal information:

- Information about your race or ethnicity, religious beliefs, sexual orientation.
- Information about your health, including any medical condition, health and sickness records.

Please see 4.1 for details on why this data is collected.

3 How we collect and use your information

In most instances we collect personal information directly from you, the candidate, for example through our online application form. In other instances, we may collect personal information from:

- Recruitment agencies
- Background and pre-employment check providers
- Your named referees
- Publicly available sources (such as LinkedIn)

We will use the personal information we collect about you to:

- Assess your skills, qualifications, and suitability for the role
- Carry out background and reference checks, where applicable
- Communicate with you about the recruitment process
- Keep records related to our hiring processes.
- Comply with legal or regulatory requirements.

We only process your data when we have a lawful basis to do so:

- It is in our legitimate interests to decide whether to appoint you as it would be beneficial to our business to appoint someone in the position you have applied for.
 - We also need to process your personal information to decide whether to enter into a contract of employment with you.
 - We may ask for your consent to retain your personal information on file, on the basis that a further opportunity may arise in future and we may
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wish to consider you for that.

If you fail to provide information when requested, which is necessary for us to consider your application, we will not be able to process your application successfully. For example, if we require a credit check or references for this role and you fail to provide us with relevant details, we will not be able to take your application further.

4 How we use particularly sensitive personal information

4.1 Special category data

We may use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during a test or interview.

We may use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting in accordance with any governing legislation or such that a regulatory body requires us to do so.

4.2 Automated decision making

- You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

5 Who we might share your information with

We will only share your personal information with the following third parties for the purposes of processing your application: recruitment agencies, TalentFunnel and parties involved with pre-employment checks. All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

6 International transfers of information

Where you are based in the UK or EU and we were required to transfer your Personal Data out of the UK or EU to countries not deemed by the ICO or European Commission (as relevant) to provide an adequate level of Personal Data protection, the transfer will be based on safeguards that allow us to conduct the transfer in accordance with applicable Data Protection, such as the specific contracts containing standard data protection clauses approved by

the ICO or European Commission (as relevant) providing adequate protection of Personal Data.

7 Your rights over your information

8.1 The right to be informed about our collection and use of personal data;

You have the right to be informed about the collection and use of your personal data. We ensure we do this through this privacy notice. This is regularly reviewed and updated to ensure it is accurate and reflects our data processing activities.

8.2 Right to access your personal information

You have the right to access the personal information that we hold about you in many circumstances, by making a request. This is sometimes termed a 'Data Subject Access Request'. If we agree that we are obliged to provide personal information to you (or someone else on your behalf), we will provide it to you or them free of charge and aim to do so within one month from when your identity has been confirmed.

We would ask for proof of identity and sufficient information about your interactions with us that we can locate your personal information.

If you would like to exercise this right, please contact us as set out below.

8.3 Right to rectify your personal information

If any of the personal information we hold about you is inaccurate, incomplete or out of date, you may ask us to correct it.

If you would like to exercise this right, please contact us as set out below.

8.4 Right to object or restrict our processing of your data

You have the right to object to us processing your personal information for particular purposes or have its processing restricted in certain circumstances.

If you would like to exercise this right, please contact us as set out below.

8.5 Right to erasure

You have the right to have personal data erased. This is also known as the 'right to be forgotten'. The right is not absolute and only applies in certain circumstances.

If you would like to exercise this right, please contact us as set out below.

8.6 Right to portability

The right to portability gives you the right to receive personal data you have provided to a controller in a structured, commonly used and machine readable format. It also gives them you the right to request that a controller transmits this data directly to another controller.

If you would like to exercise this right, please contact us as set out below.

8.7 For more information about your privacy rights

Supervisory authorities regulate data protection and privacy matters in the country in which they operate. You can make a complaint to the relevant supervisory authority (**see Local Data Protection Legislation** below)) at any

time about the way we use your information. However, we hope that you would consider raising any issue or complaint you have with us first using the contact details above. Your satisfaction is extremely important to us, and we will always do our very best to solve any problems you may have.

8 How long we keep your information for

If you are unsuccessful, we will retain your personal information for no longer than 6 months after we have communicated to you our decision about whether to appoint you. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with our data retention policy and Data Protection Legislation.

9 Security

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality. If you would like additional assurances regarding how we process data securely please contact us as set out below.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

10 Changes to our privacy notice

We may change this privacy notice from time to time (for example, if the law changes). We recommend that you check this notice regularly to keep up-to-date.

11 How to contact us

If you would like to exercise one of your rights as set out above, or you have a question or a complaint about this notice, the way your personal information is processed, please contact our DPO by one of the following means:

By email:

gdpr@peachpubs.com

By post:

Peach Barns,
Somerton Road,
North Aston, Oxon,
OX25 6HX

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk). We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.

Thank you for taking the time to read our Privacy Policy.

This Policy was last updated on
