

## APPLICATION FORM

Cheffins (the "Partnership"/"we") act as data controller and for the purpose of proceeding with your job application we need to collect and process your personal data. You will find below details of the Partnership's Privacy Notice for Job Applicants . You are required to confirm your agreement to our processing your personal data in relation to you application for the position detailed below.

### **Privacy Notice for Job Applicants**

During the course of our activities we, Cheffins, will process personal data (which may be held on paper, electronically, or otherwise) and we recognise the need to treat it in a fair, transparent and lawful manner, in accordance with the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR) The purpose of this notice is to make you aware of the types of data we may process about you, the reasons for processing your data, the lawful basis it is processed under, how long we keep your data for and information on your data rights..

In certain situations we may also ask you to supply limited sensitive or special category personal data relating to criminal records or your health. We will only request this information when we are required to do so in order to comply with a statutory obligation or to ensure that any employment rights are respected.

### **1. DATA PROTECTION PRINCIPLES**

- 1.1 We will comply with the core data protection principles in the DPA, which say that personal data must be:
- (a) Processed fairly, lawfully and transparently
  - (b) Processed for limited purposes and in an appropriate way.
  - (c) Adequate, relevant and not excessive for the purpose.
  - (d) Accurate and kept up to date
  - (e) Not kept longer than necessary for the purpose.
  - (f) Secure so that integrity and confidentiality are protected

Cheffins will take responsibility for what we do with personal data and ensure we comply with the other principles. We have appropriate measures and records in place to be able to demonstrate our compliance.

- 1.2 "Personal data" means recorded information we hold about you from which you can be identified. It may include, but is not limited to; contact details (name, address, email, phone numbers), gender, marital status, other personal, health or medical information, photographs, evidence of your right to work in the United Kingdom (for example a copy of your passport), a driving licence and other driving related information, documents information gathered via the recruitment process such as that entered into a CV, information on your race or religion, criminal convictions, expressions of opinion about you or indications as to our intentions about you.

- 1.3 We may also collect data about you from third parties which include but are not limited to employment agencies, former employers, publicly available sources such as social media sites. If you are successful in your job application, we will gather further information from you at that time, such as your proof of eligibility to work, bank details, NI number, next of kin details.

## **2. FAIR AND LAWFUL PROCESSING**

- 2.1 "Processing" means doing anything with the data, such as accessing, disclosing, destroying or using the data in any way. The law on data protection allows us to process your data for certain reasons only.
- 2.2 We will usually only process your personal data where you have given your consent so that we can verify your identity, authenticate the information that you have provided to us, evaluate your suitability for the position, perform a contract (employment contract) or where the processing is necessary to comply with our legal obligations (such as right to work checks). In other cases, processing may be necessary for our legitimate interests or the legitimate interests of others.
- 2.3 We will only process "sensitive personal data" about ethnic origin, political opinions, religious or similar beliefs, trade union membership, health, sex life, criminal proceedings or convictions, where a further condition is also met. Usually this will mean that you have given your explicit consent, or that the processing is legally required for employment/applicant purposes..

## **3. HOW WE ARE LIKELY TO USE YOUR PERSONAL DATA**

- 3.1 We will process data about applicants for legal, personnel, administrative and management purposes and to enable us to meet our legal obligations as a prospective employer.
- 3.2 We may process sensitive personal data relating to applicants including, as appropriate:
- a) the employee's racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
  - b) in order to comply with legal requirements and obligations to third parties.

## **4. PROCESSING FOR LIMITED PURPOSES**

We will only process your personal data for the specific purpose or purposes notified to you or for any other purposes specifically permitted by the DPA.

## **5. ADEQUATE, RELEVANT AND NON-EXCESSIVE PROCESSING**

Your personal data will only be processed to the extent that it is necessary for the specific purposes notified to you.

## **6. ACCURATE DATA**

We will keep the personal data we store about you accurate and up to date. Data that is inaccurate or out of date will be rectified or destroyed. Please notify us if your personal details change or if you become aware of any inaccuracies in the personal data we hold about you.

## **7. AUTOMATED DECISION MAKING**

We do not make any decisions about you solely by automated means (i.e. without human involvement).

## **8. DATA RETENTION**

We will not keep your personal data for longer than is necessary for the purpose. This means that data will be destroyed or erased from our systems when it is no longer required. If your application is not successful and you have not given consent for us to keep your data for future vacancies, we will keep your data from 3 months after the recruitment process ends. If we have your consent to keep your data on file for future vacancies, we will keep your data for 9 months once this recruitment exercise ends. At the end of this period, we will delete or destroy your data.

You can withdraw your consent at any time. If your application is successful, your data will be kept and transferred to our employee systems. We have a separate privacy notice for *employees* which will be provided to you.

## **9. PROCESSING IN LINE WITH YOUR RIGHTS**

You have the following rights in relation to the personal data we hold on you:

- the right to be informed about the collection and the use of their personal data
- the right to access personal data and supplementary information
- the right to have inaccurate personal data rectified, or completed if it is incomplete
- the right to erasure (to be forgotten) in certain circumstances
- the right to restrict processing in certain circumstances
- the right to data portability, which allows the data subject to obtain and reuse their personal data for their own purposes across different services
- the right to object to processing in certain circumstances
- rights in relation to automated decision making and profiling
- the right to withdraw consent at any time (where relevant)
- the right to complain to the Information Commission's Office.

## **10. DATA SECURITY**

10.1 We will ensure that appropriate measures are taken against unlawful or unauthorised processing of personal data, and against the accidental loss of, or damage to, personal data.

10.2 We have in place procedures and technologies to maintain the security of all personal data from the point of collection to the point of destruction. We will only transfer personal data to a third party if they agree to comply with those procedures and policies, or if they put in place adequate measures himself.

10.3 Maintaining data security means guaranteeing the confidentiality, integrity and availability (for authorised purposes) of the personal data.

10.4 For more information on our firms Cookies policy please visit <https://www.cheffins.co.uk/cookie-policy.htm>

## **11. PROVIDING INFORMATION TO THIRD PARTIES**

We will not disclose your personal data to a third party without your consent unless we are satisfied that they are legally entitled to the data. Where we do disclose your personal data to a third party, we will have regard to the core data protection principles.

The Partnership may make such information available to those who provide products or services (such as advisers and payroll administrators), regulatory authorities, potential

purchasers of the Partnership or the business in which you are applying to work works, and as may be required by law.

## 12. SUBJECT ACCESS REQUESTS

If you wish to know what personal data we hold about you, you must make the request in writing. All such written requests should be emailed to [privacy@cheffins.co.uk](mailto:privacy@cheffins.co.uk) or mailed to Cheffins Compliance Team, Clifton House, 1-2 Clifton Road, Cambridge, CB1 7EA.

## 13. BREACHES OF DATA PROTECTION PRINCIPLES

If you consider that the data protection principles have not been followed in respect of personal data about yourself or others you should raise the matter with the Cheffins Compliance Team. Any breach of the DPA will be taken seriously.

14. For more information about this statement or information we hold about you, please contact [privacy@cheffins.co.uk](mailto:privacy@cheffins.co.uk) or write to us at Cheffins Compliance Department, Clifton House, 1-2 Clifton Road, Cambridge, CB1 7EA. You also have the right to raise your concerns with the Information Commissioner Office (ICO), details of which are available at [www.ico.org.uk](http://www.ico.org.uk)

*END OF POLICY*

### Declaration

You confirm that you have read and understood the Partnership's Privacy Notice for Job Applicants.

You consent to the Partnership processing data relating to you for legal, personnel, administrative and management purposes and in particular to the processing of any **"sensitive personal data"** (as defined in the Data Protection Act 2018) relating to you, including, as appropriate:

- information about your physical or mental health or condition in relation to your application;
- to access your suitability for the role which you are applying for;
- your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation; and
- in order to comply with legal requirements and obligations to third parties.

I confirm agreement to Cheffins processing my personal data in relation to the job application process and I confirm I have read and understood Cheffins privacy notice for job applicants.

Name:

Date:

**Application Details**

Title of position applied for :

Expected Salary:

If you need more space to answer any of the questions, please continue on a separate sheet of paper.

**Personal Details**

Cheffins is an equal opportunity employer. Please complete all fields correctly, and be assured that a selection for the most suitable person will be made, without reference to the applicant's race, colour, gender, age, nationality, ethnic or national origin, sexual orientation, marital status, disability or religion.

All claims and / or statements of skills, experience and employment will be checked. In the event of false claims being made, any offer of employment will be terminated. Cheffins reserves the right to recover from the applicant any costs incurred as the result of the employment of an applicant who has submitted an application form containing false claims.

First Name(s):

Surname:

Title:

Full Address :

Email Address:

Telephone: (w)

(h)

Mobile:

Are you authorised to work in the UK? Yes No

Do you have a current or pending criminal record? Yes No

If yes, please specify

Do you hold a full current UK driving licence? Yes No

Earliest Starting Date?

Please tell us a bit about yourself and supply any work or personal experience that you may feel is relevant to the position you are applying for.

I confirm that the information that I have provided in this application is true and accurate.

Signature

Date

Please ensure you have signed the section relating to Data Protection before submitting your application form.