

Ginger Nut Training.



Document Title

Recruitment Candidate Privacy Notice

Originator

Dan Williams

Responsible Person

Sarah Osborne

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Policy Due for Renewal

August 2027

Version

1.0

Recruitment Candidate Privacy Notice

Data controller: Ginger Nut

Data Protection Officer: Dan Williams (Dan.williams@gingernut.co.uk)

Ginger Nut collects and processes personal data relating to individuals who apply for employment, work experience, apprenticeships or other roles with the organisation.

The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the organisation collect?

The organisation may collect and process a range of information about you during the recruitment process. This may include:

- your name, address and contact details, including email address and telephone number;
- information contained within your CV, application form or covering letter;
- details of your qualifications, skills, experience and employment history;
- information about your current or previous employment;
- details of your salary expectations, notice period or availability;
- information about your entitlement to work in the UK;
- information obtained during interviews, assessments or other recruitment exercises;
- interview notes and assessments of your suitability for the role;
- information about any adjustments you require during the recruitment process;
- references and information supplied by previous employers or other referees;
- information obtained through appropriate background checks;
- information about criminal convictions or offences where checks are appropriate to the role and permitted by law; and
- any other information you choose to provide as part of your application.

Where appropriate, the organisation may also collect equal opportunities monitoring information. This may include information relating to matters such as racial or ethnic origin, disability, sex, sexual orientation, religion or belief.

Equal opportunities monitoring information will be used for monitoring purposes and will not normally be used when making recruitment decisions.

How does the organisation collect your information?

The organisation collects information in a variety of ways.

For example, personal data may be collected:

- through application forms, CVs or covering letters;
- through recruitment websites or platforms;
- from recruitment agencies;
- during interviews, telephone calls, meetings, assessments or recruitment exercises;



- from correspondence with you;
- from identification or right-to-work documentation;
- from referees or previous employers;
- from background check providers; and
- from criminal records checks where these are necessary and permitted by law.

Data may be stored in a range of different places, including recruitment records, HR systems, email systems and other IT systems used by the organisation.

Why does the organisation process personal data?

The organisation needs to process personal data in order to take steps at your request before entering into a contract of employment.

Processing candidate information enables the organisation to:

- administer the recruitment process;
- assess your skills, qualifications and suitability for the role;
- communicate with you about your application;
- arrange and conduct interviews and assessments;
- verify information provided as part of your application;
- obtain references;
- determine whether to offer you employment or another engagement; and
- prepare an offer and employment documentation where you are successful.

In some cases, the organisation needs to process personal data to comply with its legal obligations. For example, it is required to check that successful candidates have the right to work in the UK before employment begins.

For certain positions, the organisation may also need to carry out criminal records or other appropriate background checks where these are necessary and permitted by law.

The organisation also has legitimate interests in processing personal data during recruitment. In particular, it has a legitimate interest in:

- running an effective recruitment process;
- assessing and confirming candidates' suitability for employment;
- maintaining appropriate records of recruitment decisions;
- responding to and defending against legal claims; and
- planning and managing its workforce.

Why does the organisation process special categories or criminal convictions data?

The organisation may process information about your health or disability where this is necessary to make reasonable adjustments during the recruitment process or to establish whether adjustments may be required if you are appointed.

The organisation may also collect equal opportunities monitoring information, including information about racial or ethnic origin, disability, sexual orientation, health, religion or belief. Where this information is collected, it will be used for equality monitoring purposes in accordance with data protection legislation.

Where the organisation processes special category information, it will only do so where an appropriate legal basis and additional condition under data protection legislation applies.

For certain roles, the organisation may process information about criminal convictions or offences where this is necessary and permitted by law.

Who has access to data?

Your information may be shared internally for recruitment purposes.

This may include:

- employees responsible for HR and recruitment;
- managers involved in the recruitment process;
- interviewers or assessors;
- relevant senior managers where appropriate; and
- IT or administrative staff where access is necessary for them to perform their duties.

The organisation may also share your personal data with third parties where necessary, including:

- recruitment agencies;
- previous employers or other referees;
- background-check providers;
- the Disclosure and Barring Service where an appropriate criminal records check is required;
- professional advisers; and
- government, regulatory or law-enforcement bodies where required by law.

If your application is successful, relevant information gathered during the recruitment process will be transferred to your personnel record and processed in accordance with the organisation's **Employee Privacy Notice**.

The organisation will not transfer your personal data to countries outside the UK.

How does the organisation protect data?

The organisation takes the security of your personal data seriously. It has internal policies and controls in place to try to ensure that your information is not lost, accidentally destroyed, misused or disclosed and is not accessed except by individuals who have a legitimate reason to do so.

Data is stored in password-protected folders/documents and encrypted systems. Ginger Nut is Cyber Essentials Plus certified.

Where the organisation engages third parties to process personal data on its behalf, they are required to process information in accordance with appropriate contractual, confidentiality and data protection requirements.

For how long does the organisation keep data?

If your application for employment is unsuccessful, the organisation will retain information relating to your application for the period specified in its data retention schedule.

At the end of that period, your information will be securely deleted or destroyed unless there is a lawful reason for retaining it for longer.

If the organisation wishes to retain your details in order to consider you for future vacancies, it will tell you separately and, where required, seek your agreement.

If your application is successful, relevant personal data gathered during the recruitment process will be transferred to your personnel record and retained in accordance with the organisation's employee data retention arrangements.

Your rights

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

- access and obtain a copy of your personal data on request;
- require the organisation to correct inaccurate or incomplete data;
- require the organisation to delete or stop processing your data in certain circumstances;
- object to the processing of your data where the organisation is relying on legitimate interests as the legal basis for processing; and
- ask the organisation to restrict processing in certain circumstances.

These rights are not absolute and may be subject to exemptions under data protection legislation.

If you would like to exercise any of these rights, please contact Dan Williams at **Dan.williams@gingernut.co.uk**.

If you have any concerns about how Ginger Nut has processed your personal information, you should raise these with the Company's Data Protection Lead, Dan Williams, in the first instance so that the organisation has the opportunity to investigate and resolve your concerns.

If you remain dissatisfied after the organisation has considered your complaint, you have the right to lodge a complaint with the Information Commissioner's Office (ICO). Information about how to do this is available on the ICO's website.

Raising a concern with the organisation first does not affect your right to complain directly to the ICO at any time.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide information during the initial stages of the recruitment process.

However, the organisation needs certain information in order to assess your application and determine whether you are suitable for the role. If you do not provide relevant information, the organisation may be unable to process or properly consider your application.

If the organisation makes you an offer, certain information will be required before employment can begin, including evidence of your right to work in the UK and any other information necessary to enter into and administer the employment relationship.

Automated decision-making

Recruitment decisions are not based solely on automated decision-making

Sarah Osborne

Sarah Osborne (Aug 24, 2026 15:25:17 GMT+1)

Dan Williams

Dan Williams (Aug 24, 2026 15:35:02 GMT+1)



Recruitment Candidate Privacy Notice

Final Audit Report

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