

# Candidate Privacy Notice

Thank you for your job application with **Stealthwave Ltd trading as Novikov Restaurant and Bar** whose registered address is **Acre House, 11/15 William Road, London, NW1 3ER**.

As part of our commitment to data protection, we want to ensure that you are fully aware of what, how and why we will be holding and/or processing any personal information submitted by you or obtained during our recruitment processes. This notice provides you with certain information that must be provided under the General Data Protection Regulation ((EU) 2016/679) (GDPR).

## **The kind of information we collect**

In the course of our recruitment activity, **Stealthwave Ltd trading as Novikov Restaurant and Bar** and/or its HR Consultants, Solution22 may collect, store and use your personal information, including but not limited to:

1. The information you have provided to us in your CV, covering letter or application form, including your name, title, address, telephone number, personal email address, date of birth, gender, employment history, qualifications, passport details and any reasonable adjustments we need to consider.
2. Any information you provide to us during your interview.

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

1. Information about criminal convictions and offences.
2. Information about your health, including any medical condition.

## **How is your personal information collected?**

We collect personal information about candidates from the following sources:

- You the candidate.
- Solution 22 HR Consultants, from which we collect the categories of data set out above.
- Our appointed recruitment agency through which you may have applied to us for work.
- Your named referees, from which we collect the categories of data set out above.

## **How we will use the personal information we collect about you**

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 record related to our recruitment processes.
- Comply with legal and regulatory requirements.

It is in our legitimate interests to decide whether to appoint you since it would be beneficial to our business to appoint someone to that role.

We also need to process your personal information to decide whether to enter into a contract of employment with you.

### **If you fail to provide personal information**

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully. For example, if we consider it necessary to see evidence of your qualifications and you fail to provide us with the relevant details to enable us to obtain this information, we will not be able to take your application further.

### **How we use particularly sensitive personal information**

We will use your particularly sensitive personal information in the following ways:

- Your disability status to consider whether we need to provide appropriate adjustments during the recruitment process.
- Your race, ethnic origin, sexual orientation or other beliefs to enable us to ensure meaningful equal opportunity monitoring.
- Details of your criminal convictions in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for the role. In particular:
  - To satisfy a legitimate interest.

### **Why might you share my personal information with third parties?**

We will only share your personal information with the following third parties for the purposes of processing your application: Our **HR Consultants, HW Fisher**. We do not allow our third party processors to use your information for their own purposes. All our third party service providers are required to take appropriate security measures to protect your personal information in line with our policies. We only permit them to process your personal information in accordance with our instructions. They are subject to a duty of confidentiality.

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.

### **Data retention**

Any information collected and stored by us during the recruitment process will be deleted and destroyed within **6 months**.

[Any information collected during our recruitment process will be deleted and destroyed by our HR Consultants within 6 months from the date your application is received].

We [**and our HR Consultants**] 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 processes in a fair and transparent manner.

After this period, we will securely destroy your personal information in accordance with our data retention policy.

If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately seeking your explicit consent to retain your personal information for a fixed period of time.

### **Rights of access, correction, erasure and rectification**

Under certain circumstances, by law you have the right to:

- Request access to your personal information (known as a data subject access request).
- Request correction of the personal data we hold about you.
- Request erasure of your personal information if there is no good reason for us continuing to process it.
- Object to processing of your personal information.
- Request the restriction of processing.
- Request the transfer of your personal information to another party.

If you wish to exercise any of these rights, please contact **Alina Diaconu**.

### **Right to withdraw consent**

To withdraw the consent that you provided to enable us to process your personal information for the purposes of this recruitment exercise, please contact **Alina Diaconu**. Once we have received notification that you have withdrawn your consent, we will no longer process your application and subject to our retention policy, we will dispose of your personal data securely.

If you have any questions, please do not hesitate to contact us at [adiaconu@novikovrestaurant.co.uk](mailto:adiaconu@novikovrestaurant.co.uk)