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| **PRIVACY NOTICE FOR JOB APPLICANTS** |

**The Livestock and Meat Commission (LMC) is committed to protecting and respecting your privacy**. Please read the following carefully to understand our practices regarding your personal data. As part of any recruitment process, the organisation collects and processes personal data relating to job applicants. LMC is committed to being transparent about how we collect and use that data and to meeting our data protection obligations. This privacy notice explains what personal data LMC collect from you and how it is used.

LMC, 1A Lissue Walk, Lissue Industrial Estate (East), Lisburn, BT28 2LU is a data controller of your personal data (which is information that is about you or from which you can be identified).

Any questions, comments, requests or wishes to exercise any of the rights mentioned in this privacy notice should be directed to: Mrs Gillian Davis, Data Protection Officer (DPO), LMCNI, 1A Lissue Walk, Lissue Industrial Estate (East), Lisburn, BT28 2LU. Contact Telephone: (028) 92633000 Email: [gdavis@lmcni.com](mailto:gdavis@lmcni.com)

The data regulator for the region within which LMC operates is the UK Information Commissioner and the contact details are at the end of this notice.

1. **How LMC obtain your data**

LMC will collect your personal data from you directly via the job application form, C.V, monitoring questionnaire, identity documentation, qualification certificates, interview process or other forms of assessment. Some personal data may be obtained from external sources e.g. for pre-employment checks. Personal data means any information relating to a living individual who can be identified (directly or indirectly) in particular by reference to an identifier (e.g. name, NI number, employee number, email address, physical features). It can be factual (e.g. contact details or date of birth), an opinion about an individual’s actions or behaviour, or information that may otherwise impact that individual in a personal or business capacity. Data protection law divides personal data into two categories: ordinary personal data and special category data. Any personal data that reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, physical or mental health conditions, sexual life or sexual orientation, or biometric or genetic data that is used to identify an individual is known as special category data. (The rest is ordinary personal data).

1. **Information LMC process about you**

**At the initial stages of recruitment**, we collect, hold and use the following types of ordinary personal data about you:

* Information contained in your application form, CV, including your name, title, contact details, employment history, experience, skills, qualifications/training (including educational, vocational, driving licences where appropriate).
* Selection information, including correspondence, interview notes, internal notes, the results of any written or online selection tests
* Special category data such as:
  + Equal Opportunities Monitoring Information- which could include information about your community background and sex. We use this information to comply with our obligations under the Fair Employment Monitoring Regulations to report community background and sex to the Equality Commission for Northern Ireland and also to monitor equality of opportunity and diversity in our recruitment process.
  + Adjustments for disability/medical conditions - Information relevant to any request by you for adjustments to the recruitment process as a result of an underlying medical condition or disability. We use this information to enable us to carry out a fair, non-discriminatory recruitment process by considering/making reasonable adjustments to our process as appropriate. Our additional legal ground for using this information is that we need it to comply with a legal obligation/exercise a legal right in relation to employment – namely, the obligations not to discriminate, and to make reasonable adjustments to accommodate a disability – and such use is in line with our Data Protection Policy.

**If you receive a conditional offer of employment,** we may collect, hold and use the following additional types of ordinary personal data about you:

* Pre-employment check information, including references and verification of qualifications
* Right to work checks and related documents
* Referees’ names and contact details - If you give us details of referees, we require you to inform them what personal data of theirs you are giving to us. You must also give them our contact details and let them know that they should contact us if they have any queries about how we will use their personal data.
* Special Category Data such as:
  + Right to work checks and related documents - We use this information to enable us to verify your right to work in the UK and/ or support an application for sponsorship. Our legal grounds for processing this personal data is to comply with our legal obligation not to employ someone who does not have the right to work in the UK.
  + Criminal records information-– If required for the job role we may request criminal records checks from Access NI. We use this information to assess your suitability for the role and verify information provided by you. Our additional legal ground for using this information is that you have given us your explicit consent to do so.

We hold and use this personal data so that we can:

* Process your application and correspond with you about it;
* Assess whether you have the required skills, experience, qualifications and training for a role within the company;
* Make informed recruitment decisions;
* Verify information provided by you;
* Check and demonstrate that you have the legal right to work in the UK; and
* Keep appropriate records of our recruitment process and decisions.

1. **Legal basis for LMC processing your personal data**

Data protection law specifies the legal grounds on which we can hold and use personal data.

We rely on one or more of the following legal grounds when we process your personal data:

* We need it to take steps at your request in order to enter into a contract with you (entry into a contract), because by applying for a job with us you are effectively asking us to enter into a contract with you.
* We need it to comply with a legal obligation (legal obligation), e.g. the obligation not to discriminate during our recruitment process, or the obligation not to employ someone who does not have the legal right to work in the UK.
* It is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests (legitimate interest). For example, it is in our legitimate interests to review and consider your personal data (as listed above) so that we can select the most appropriate candidate for the job.

Your personal information will only be seen by whoever has a legitimate need to see it. Where special category information is concerned, access will be strictly controlled to only those who need access. The organisation takes the security of your data seriously. LMC has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed and is not accessed except by our employees in the proper performance of their duties.

If you do not provide the information requested the organisation may not be able to process your application properly or at all. We only ask you to provide personal data that we need to enable us to make a decision about whether or not to offer you a role. If you do not provide particular information to us, then we will have to make a decision on whether or not to offer you a role without that information, which in some cases could result in us deciding not to recruit you.

If you choose not to provide us with personal data requested, we will tell you about the implications of any such decision at the relevant time.

1. **Data Sharing**

Medical/occupational health professionals - We may share information relevant to any request by you for adjustments to the recruitment process as a result of an underlying medical condition or disability with medical/occupational health professionals to enable us to identify what, if any, adjustments are needed in the recruitment process and, if you are successful, once you start work. Our legal grounds for sharing this personal data are that: it is necessary for entry into a contract; it is in our legitimate interests to consider adjustments to enable Job Applicants to participate fully in the recruitment process and to assess the fitness for work of Job Applicants to whom we have offered jobs; and it is necessary to comply with our legal obligations/exercise legal rights in the field of employment (obligations not to discriminate, to make reasonable adjustments, to comply with health and safety requirements).

Auditors – LMC are subject to Internal and External Audits and information may be shared with auditors. Our legal grounds for sharing this personal data are that: it is necessary for entry into a contract and to comply with our legal obligations.

Legal/professional advisers - We may share any of your personal data that is relevant, where appropriate, with our legal and other professional advisers, in order to obtain legal or other professional advice about matters related to you or in the course of dealing with legal disputes with you or other Job Applicants. Our legal grounds for sharing this personal data are that: it is in our legitimate interests to seek advice to clarify our rights/obligations and appropriately defend ourselves from potential claims; it is necessary to comply with our legal obligations/exercise legal rights in the field of employment; and it is necessary to establish, exercise or defend legal claims.

Home Office- We may share your right to work documentation with the Home Office, where necessary, to enable us to verify your right to work in the UK. Our legal ground for sharing this personal data is to comply with our legal obligation not to employ someone who does not have the right to work in the UK.

1. **Retention/Disposal**

We will keep your personal data throughout the recruitment process.

If your application is successful, when you start work for us you will be issued with an Employee Privacy Notice which will include information about what personal data we keep from the recruitment process and how long we keep your personal data whilst you are working for us and after you have left.

If your application is unsuccessful, we will keep your personal data for up to 12 months from the date we notify you of our decision. Note, we may keep your personal data for longer than 12 months if you have asked us to consider you for future vacancies. We will keep equality monitoring information for 3 years. There may, however, be circumstances in which it is appropriate for us to keep particular items of your personal data for longer. We will base these decisions on relevant circumstances, taking into account the following criteria:

* the amount, nature, and sensitivity of the personal data
* the risk of harm from unauthorised use or disclosure
* the purposes for which we process your personal data and how long we need the particular data to achieve these purposes
* how long the personal data is likely to remain accurate and up to date
* for how long the personal data might be relevant to possible future legal claims
* any applicable legal, accounting, reporting or regulatory requirements that specify how long certain records must be kept

In all cases, we will not keep your personal data for longer than we need it for our legitimate purposes.

If you are unsuccessful for the role for which you have applied, or you sent us a speculative application, then, if you have consented to us doing so, we will keep your personal data on file to identify if you might be suitable for any other vacancies that may arise in the next 12 months and will contact you if we believe this is the case. We will not keep your personal data for this purpose for longer than 12 months.

If during the period that we have your personal data on file, you wish to apply for any particular vacancy that we have open, please do contact us to make us aware of this – particularly if it is not a close match with your previous experience or is in a different area of our business from a vacancy you applied for previously, as we may not otherwise realise that the vacancy would be of interest to you.

When applying for a particular role, there is no obligation for you to consent to us keeping your personal data on file for consideration for other roles if you do not want to. Your application for the particular role you are putting yourself forward for will not be affected.

If you change your mind about us keeping your personal data on file, you have the right to withdraw your consent at any time.

Personal data is kept in secure files within LMC’s HR and IT systems.

1. **Your Rights under Data Protection Laws**

Below is the list of the rights that all individuals have under Data Protection Laws. They do not apply in all circumstances. If you wish to exercise any of them, LMC will explain if they are applicable or not.

* The right to be informed about LMC processing of your personal data
* The right to have your personal data corrected if it is inaccurate and to have incomplete personal data completed
* The right to object to processing of your personal data
* The right to restrict processing of your personal data
* The right to have your personal data erased
* The right to request access to your personal data and obtain information about how we process
* The right of data portability (transferring data to another data controller)
* The right to complain to the Information Commissioner who enforces Data protection Laws

NOTE: Individuals should submit any request to exercise these rights to the DPO.

1. **Automated Decision Making**

LMC does not make automated recruitment decisions.

1. **Data anonymization and use of aggregated information**

Your personal data may be converted into statistical or aggregated data which cannot be used to re-identify you. It may be used to provide reports to the Equality Commission for purposes such as: monitoring returns or conducting Article 55 reviews. This aggregated data may be shared and used in all the ways described in this policy.

1. **Making a complaint**

If you think your data rights have been breached, you are able to raise a complaint with the DPO (details above).

Alternatively, you can raise a complaint with the Information Commissioner (ICO). You can contact the ICO at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or by telephone on 0303 123 1113 or via website <https://ico.org.uk/>.