

## **Recruitment Privacy Statement**

When you apply for a job with Loaf, we collect your personal information. Loaf is a limited company incorporated in England and our company number is 6455834. We are a data controller registered with the Information Commissioner.

Our Data Protection Officer can be reached at:

Really Comfy Beds Limited  
Unit 8  
69 St Mark's Road  
London  
W10 6JG

Email: [privacy@loaf.com](mailto:privacy@loaf.com)

Tel: 0203 141 8300

### **What information do we collect?**

When we're looking for new "Loafers" (our term for people who work here at Loaf), we collect a range of information about you including:

- Your name, address and contact details (email address and telephone number)
- Details about your qualifications, skills, experience and employment history
- Information about your current remuneration including any benefits you may be entitled to
- Whether or not you have a disability that might mean we need to make reasonable adjustments during the recruitment process
- Information about your entitlement to work in the UK

We collect this data in several ways including from your CV, identity documents, interviews or other forms of assessment. We may also collect information about you from third parties. These might be references from previous employers and background checks (which might include a criminal records check). We will only typically take up references once a job offer has been accepted.

### **On what basis do we process your data?**

Loaf needs to process your personal data before we can enter into a contract with you.

In some cases, we process your personal data to comply with our legal obligations. For example, we need to check on a successful applicant's eligibility to work in the UK before they start working for us.

We also have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing your data when you apply for a job with Loaf allows us to manage the recruitment process, assess and confirm your suitability for employment and decide whether we should offer you a job.

Finally, we may also need to process data from job applicants to respond to and defend against legal claims.

### **Who will have access to your data?**

Your information will be shared internally for the purposes of the recruitment process. The information will be shared with the People team, the interviewers involved in the recruitment

process, managers in the business and our IT team (if necessary). They all know how important your data is to you and they'll treat it with care.

Loaf won't share your data with third parties unless we offer you a job with the company. We may then share your information with former employers to obtain references for you. We may also share your data with employment background checking providers and the Disclosure and Barring Service to obtain the necessary criminal records checks (if we require them). We will not transfer your data outside of the EEA without letting you know.

### **How do we protect your data?**

We take the security of your data very seriously. We have 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.

### **How long will we keep your data?**

If your application isn't successful, we keep your details for 6 months. Occasionally we may ask your permission to keep your details for longer if we think that we might have a job in the future that could suit you. If you're successful, we will keep your details securely while you work for us. If you want to know what data we hold on you, or if you want us to delete any of your data, just email [People@loaf.com](mailto:People@loaf.com)

### **Your rights**

As a data subject you have several rights. You can:

- Access and obtain a copy of your data on request
- Require us to change incorrect or incomplete data
- Require us to delete or stop processing your data
- Object to the processing of your data where we are relying on legitimate interests as the legal grounds for processing
- Ask us to stop processing your data for a period if it's inaccurate or if there is a dispute about the legitimate grounds for processing the data

If you would like to exercise any of these rights please email [People@loaf.com](mailto:People@loaf.com)