

Applicant Privacy Notice

Updated April 2026



Introduction

On A Roll Sandwich Company Ltd ("the Company", "we", "us", "our") is committed to protecting the privacy and security of personal data provided by job applicants.

This Applicant Privacy Notice explains how we collect, use, store and protect personal data during the recruitment process, in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This notice applies to all individuals who apply for employment with the Company, whether directly, through recruitment agencies, or via online platforms.

Data Controller and Contact Details

Data Controller

On A Roll Sandwich Company Ltd

Registered address:

The Pantry, Barton Road, Middlesbrough, UK, TS2 1RY

Data protection contact:

The HR Department

Email: hr@onarollsandwich.co.uk

The HR department acts as the primary point of contact for data protection matters involving job applicants.

Data Protection Principles

We process personal data in accordance with data protection law. This means that personal data will be:

- Processed lawfully, fairly and transparently
- Collected for specified, explicit and legitimate purposes
- Adequate, relevant and limited to what is necessary
- Accurate and kept up to date
- Kept only for as long as necessary
- Processed in a manner that ensures appropriate security

What Personal Data We Collect

We collect a range of personal data about applicants, which may include:

- Name, address, email address and telephone number
- CVs, application forms, qualifications, skills, experience and employment history
- Information from interviews, assessments or selection exercises
- Information about your right to work in the UK
- Information about current remuneration and benefits (where provided)
- Information relating to health or disability, where relevant, to enable reasonable adjustments during the recruitment process

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This information may be collected directly from you, from recruitment agencies, or from documents such as application forms, CVs and identity documents. Data may be stored in HR systems, recruitment platforms, secure IT systems and email systems.

Lawful Bases for Processing

We process applicant data using the following lawful bases under UK GDPR:

- **Contract:** processing is necessary to take steps at your request prior to entering into an employment contract
- **Legal Obligation:** processing is required to comply with legal requirements, such as right-to-work checks
- **Legitimate Interests:** processing is necessary to manage and run an effective recruitment process, assess suitability for roles, and maintain records of recruitment decisions
- **Employment, Social Security and Social Protection Law:** processing certain special category data (such as disability information) to comply with our obligations and exercise our rights in relation to employment
- **Consent:** where you have given explicit consent, for example to retain your details for future vacancies

How We Use Your Personal Data

We use personal data to:

- Assess your suitability for the role you have applied for
- Communicate with you during the recruitment process
- Arrange interviews and assessments
- Make decisions about offering employment
- Comply with legal and regulatory requirements
- Respond to and defend against legal claims where necessary

We will not use your personal data for purposes unrelated to the recruitment process unless required by law or where you have provided explicit, freely given consent.

Sharing Your Personal Data

Your personal data may be shared internally with:

- The HR Team involved in recruitment
- Interviewers and hiring managers
- IT personnel where access is necessary for system support

Your data may also be shared with trusted third parties where necessary, such as:

- Recruitment agencies acting on our behalf
- Providers of HR and recruitment systems
- Professional advisers where legally required

We do not sell applicant personal data.

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If your application is successful, relevant personal data will be transferred to your employee record and processed in accordance with our Employee Privacy Notice.

International Data Transfers

Some third-party service providers used during recruitment may process data outside the UK.

Where personal data is transferred outside the UK, we ensure appropriate safeguards are in place, such as:

- UK adequacy regulations; or
- UK-approved standard contractual clauses

Data Security

We take appropriate technical and organisational measures to protect personal data against unauthorised access, loss, misuse or disclosure.

Access to applicant data is restricted to individuals who need it for recruitment purposes, and systems are protected through access controls, passwords and secure storage.

Data Retention

If your application is unsuccessful:

- Without your consent, we will retain your data for 12 months after the end of the recruitment process, after which it will be securely deleted or destroyed.
- If you give explicit consent for us to retain your details for future opportunities, we will retain your data for up to 2 years, unless you withdraw your consent earlier.

If your application is successful, data collected during recruitment will be transferred to your employment file and retained in line with our employee retention schedules, which are set out in the Employee Privacy Notice.

11. Your Rights Under UK GDPR

As a job applicant, you have the right to:

- Access your personal data
- Request correction of inaccurate or incomplete data
- Request deletion of your data in certain circumstances
- Request restriction of processing
- Object to processing based on legitimate interests
- Withdraw consent at any time (where applicable)
- Request data portability, where applicable
- Lodge a complaint with the Information Commissioner's Office (ICO)

The ICO can be contacted via www.ico.org.uk

To exercise any of your rights, please contact the HR department using the details above.

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Failure to Provide Personal Data

You are not under a statutory or contractual obligation to provide personal data during the recruitment process. However, failure to provide requested information may prevent us from processing your application properly or at all.

Automated Decision-Making

We do not use automated decision-making or profiling in our recruitment processes. All decisions relating to recruitment are made by individuals.

Updates to This Notice

We may update this Applicant Privacy Notice from time to time. The most recent version will always be made available, with the revision date clearly stated.