



<b>Document Information (v2026)</b>		
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<b>Distribution and Training</b>		
Target audience	Anyone applying to work for The Cellar Trust including volunteers, trustees and associates	
Document type	Pre-employment / 4 week induction	
To be read	As needed	
Location	Staff: Intranet - People site and People HR Website - <a href="https://www.thecellartrust.org/work-for-us">https://www.thecellartrust.org/work-for-us</a>	
Associated Policies	Data Protection Policy, Confidentiality Policy, Employee Privacy Notice, Employee Privacy Notice (Cross-Organisational)	
Associated Training	Data Protection & Security Level 1	
<b>Version Control</b>		
<b>Date</b>	<b>Version</b>	<b>Updates made by</b>
14 May 2026	V1	Polly Mellor (People Manager)

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Recruitment Privacy Notice Approved May 2026

**Registered charity number 701982 | Company number 2304802 (limited by guarantee registered in England and Wales)**



## 1. Introduction

This Recruitment Privacy Notice explains how The Cellar Trust (“we”, “us”, “our”) collects, uses, stores and protects personal information relating to job applicants during and after the recruitment process.

We are committed to being open and transparent about how we use your information and to meeting our obligations under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

### Data Controller

Name: The Cellar Trust

Address: Farfield, Farfield Road, Shipley, BD18 4QP

ICO registration number: Z8155920

## 2. Who this Notice Applies To

This notice applies to individuals who apply for roles with The Cellar Trust, including employees, bank workers, apprentices, associates, students, trustees and volunteers.

## 3. What Personal Data We Hold

We collect and use personal information that is relevant and necessary to manage the recruitment process, which may include:

- Personal and contact details
- Application forms, CVs and covering letters
- References and employment history
- Interview notes and assessment information
- Right to work information
- Equality and diversity information (where provided)

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## 4. How We Collect Your Information

We collect personal data directly from you and, where relevant, from referees, recruitment agencies, or publicly available professional sources.

## 5. How We Use Your Information

We use your personal information to:

- Manage the recruitment and selection process
- Assess suitability for roles
- Carry out pre-employment checks
- Meet legal, regulatory and safeguarding requirements

## 6. Lawful Basis for Processing

We process applicant information under the following lawful bases:

- Article 6(1)(b) – steps prior to entering into a contract
- Article 6(1)(c) – compliance with legal obligations
- Article 6(1)(f) – legitimate interests in recruiting suitable staff

Where special category data is processed, this is done in accordance with UK GDPR Article 9, including where necessary for employment and equality monitoring purposes.

## 7. Sharing Your Information

We share applicant information only where necessary and proportionate. This may include sharing with recruitment panel members, referees, recruitment platforms, or regulatory bodies where required by law. We do not transfer personal data outside the UK or EEA without appropriate safeguards.

### Cross-organisational data sharing

In some cases where we work with partner organisations to deliver services jointly, the role you have applied for may be line managed by someone from that partner organisation. If this is the case, we may need to share your personal

information with representatives from that organisation as part of our recruitment process.

Anyone from the partner organisation who line manages our staff signs an honorary contract with The Cellar Trust that governs how they access staff information and ensures they adhere to our data protection and security protocols.

### **8. How We Keep Your Information Secure**

We take appropriate technical and organisational measures to protect your personal data and restrict access to those who need it to carry out their role. Full details of our data protection and security measures can be found in the Data Protection Policy.

Applicant information is stored securely, access is restricted to those involved in recruitment, and staff are trained in data protection and confidentiality.

### **9. How Long We Keep Your Information**

If you are unsuccessful, your information is retained for a limited period after recruitment ends, in line with our retention schedules, unless you consent to us keeping it for future opportunities.

If you are successful, relevant information is transferred to your personnel record.

We keep personal data only for as long as necessary. Please see our Data Protection Policy for full details of retention periods, available on our website or on request.

### **10. Your Rights**

You have rights under data protection law, including the right to access your information, request correction, request deletion or restriction in certain circumstances, and raise concerns or complaints. Full details can be found in our Data Protection Policy, available on our website or on request.



### 11. Accessing your data

Requests to access your personal data (known as 'subject access requests') should be made to: [informationgovernance@thecellartrust.org](mailto:informationgovernance@thecellartrust.org)

You will not have to pay a fee to access your personal information. However, if we think that your request is unfounded or excessive, we may charge a reasonable fee or refuse to comply with the request in full.

We may need to confirm your identity or ensure your right to exercise your legal rights. This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

### 12. Questions or Concerns

If you have general questions or concerns about how your information is used, or wish to exercise your rights, you can contact our Data Protection Officer:

- Email: [informationgovernance@thecellartrust.org](mailto:informationgovernance@thecellartrust.org)
- Telephone: 01274 586474

You also have the right to complain to the **Information Commissioner's Office (ICO)** at [www.ico.org.uk](http://www.ico.org.uk).