

# Applicant Privacy Notice

## Privacy Policy

At Frontier Agriculture, we're committed to protecting and respecting your privacy.

This Policy explains when and why we collect personal information about people who apply for jobs, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

We may change this Policy from time to time so please check this page occasionally to ensure that you're happy with any changes.

Any questions regarding this Policy and our privacy practices should be sent by email to [halogen@frontierag.co.uk](mailto:halogen@frontierag.co.uk) or by writing to Frontier Agriculture, HR Department, Camp Road, Witham St Hughs, Lincolnshire, LN6 9TN. Alternatively, you can telephone 01522 860039.

## How do we collect information from you?

We obtain information about you when you apply for a job through our online system.

## What type of information is collected from you?

The personal information we collect will include your name, address, email address, CV and cover letter and also your answers to the application form. During the application process, we will also collect correspondence between you and Frontier Agriculture, test results, interview results and feedback gathered through the recruitment process.

## How is your information used?

We will use your information to:

- process your application and provide a high quality service to you;
- contact you to update you on the recruitment process;
- arrange recruitment tests if required;
- provide Frontier Agriculture information to decide on whether you are successful in your job application;
- if successful, create a contract of employment and offer letter.

If at any point you wish to withdraw your consent for your information to be used as part of our recruitment process, then please contact us by email on [halogen@frontierag.co.uk](mailto:halogen@frontierag.co.uk), by phone on 01522 860039 or writing to Frontier Agriculture, HR Department, Camp Road, Witham St Hughs, Lincolnshire, LN6 9TN and we will remove your data.

## How is your information retained?

We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations. If you are unsuccessful, your information and online account will be deleted within 12 months of communication to explain the result of the application (unless you are progressing through another application at the same time).

## Who has access to your information?

We will not sell your information to third parties.

## Applicant Privacy Notice

We will not share your information with third parties for marketing purposes.

Your information will only be shared within Frontier for the purposes of the recruitment process.

Your information may be shared with our Recruitment System (Halogen Software) provider for the purposes of resolving technical difficulties and once fixed, will be permanently deleted from their systems.

### How you can access and update your information

The accuracy of your information is important to us. You can update your user profile by logging into the application system at any time. If you want to update any other details as part of your application, please contact [halogen@frontierag.co.uk](mailto:halogen@frontierag.co.uk), or write to us at: Frontier Agriculture, HR Department, Camp Road, Witham St Hughs, Lincolnshire, LN6 9TN. Alternatively, you can telephone 01522 860039.

You have the right to ask for a copy of the information Frontier Agriculture hold about you. There may be a fee depending on the size or complexity of the request to cover our costs in providing you with details of the information we hold about you.

### Security precautions in place to protect the loss, misuse or alteration of your information

Non-sensitive details (your email address etc.) are transmitted normally over the Internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems. Where we have given (or where you have chosen) a password which enables you to access certain parts of our websites, you are responsible for keeping this password confidential. We ask you not to share your password with anyone.