Candidate Privacy Notice

Farne Salmon & Trout Limited

Last Updated: October 2026

1. Introduction

Farne Salmon & Trout Limited ("Farne Salmon", "the Company", "we", "our" or "us") is committed to protecting the privacy and security of your personal information.

This Privacy Notice explains how we collect, use, store and protect personal information relating to applicants and candidates who apply for employment with the Company.

2. Data Controller

The data controller is:

Farne Salmon & Trout Limited
Reivers Road
Industrial Estate Station Road
Duns
Berwickshire
TD11 3FS

3. Information We Collect

During the recruitment process, we may collect and process:

- Name and contact details
- Address
- Date of birth
- Employment history
- Qualifications and professional memberships
- CV and application form information
- References
- Interview notes and assessment results
- Right to work documentation
- Salary and remuneration information
- Recruitment correspondence

4. Special Category Data

Where necessary and lawful, we may collect:

- Health or disability information relevant to workplace adjustments

- Equality, diversity and inclusion monitoring information
- Information relating to criminal convictions where legally permitted and relevant to the role

Providing diversity monitoring information is voluntary and will not form part of the recruitment decision-making process.

5. Why We Process Your Information

We process candidate information to:

- Assess suitability for employment
- Verify qualifications and work history
- Arrange interviews and assessments
- Communicate throughout the recruitment process
- Carry out pre-employment checks
- Meet legal and regulatory obligations
- Improve recruitment processes
- Defend legal claims where necessary

6. Lawful Bases for Processing

We process your personal information on the basis of:

- Legitimate interests in recruiting employees
- Taking steps prior to entering into an employment contract
- Compliance with legal obligations
- Consent, where required by law

7. Who We Share Information With

Your information may be shared with:

- Recruitment agencies
- Background screening providers
- Occupational health providers
- Professional advisers
- Regulatory authorities where required by law

All third parties are required to process personal information securely and lawfully.

8. Unsuccessful Candidates

If your application is unsuccessful, we will normally retain your recruitment records for up to **12 months** following the conclusion of the recruitment process unless a longer retention period is required by law.

Where appropriate, we may ask for your consent to retain your details for consideration for future vacancies.

9. Successful Candidates

If your application is successful, relevant recruitment information will become part of your personnel file and will be processed in accordance with the Company's Employee Privacy Notice.

10. Data Security

We maintain appropriate technical and organisational measures to safeguard your personal information from unauthorised access, loss or misuse.

11. Your Rights

You have the right to:

- Access your personal information
- Correct inaccurate information
- Request deletion of data in certain circumstances
- Restrict processing
- Object to processing
- Request transfer of your information where applicable
- Withdraw consent where consent is relied upon

12. Complaints

If you have concerns regarding how we process your personal information, please contact the HR Department.

You also have the right to complain to the Information Commissioner's Office (ICO).