RECRUITMENT DOCUMENT

The Recharge Club™

Recruitment Privacy Notice

How We Use the Information of People Who Apply to Work or Volunteer With Us

Part of the Recruitment Starter Pack

Company Name:	NutriDive Ltd
Trading Name:	The Recharge Club™
Applies To:	All applicants for employed, bank, volunteer and student placement roles
Data Controller:	NutriDive Ltd (registered with the Information Commissioner's Office)
Version:	Version 1.0 — 1st July 2026
Review Frequency:	Annually, and following any change in data protection guidance

This notice explains how The Recharge Club™ collects and uses the personal information of people who apply to work or volunteer with us. Please read it alongside our main Privacy Notice.

1. Who We Are

NutriDive Ltd, trading as The Recharge Club™ (“we”, “us”, “our”), is the data controller for the personal information you provide when you apply to us. Our registered office is 39 Coltsfoot Drive, Chorley, PR6 0JP, and our company number is 16659858. We are registered with the Information Commissioner’s Office as a data controller. If you have any questions about this notice, please contact the Director at [insert contact email].

2. Who This Notice Applies To

This notice applies to everyone who applies to join The Recharge Club™ in any capacity: applicants for employed roles, bank or relief roles, volunteers, and students seeking a placement. It applies from the moment you express interest until the end of any retention period set out below.

3. The Information We Collect

Depending on your application, we may collect the following categories of personal information:

- Identity and contact details, including your name, any previous names, date of birth, address, telephone numbers and email address.
- Application information, including your employment and education history, qualifications, training, supporting statement and referees.
- Right to work and identity documents, and your National Insurance number.
- Information about criminal convictions and offences, and the results of Disclosure and Barring Service checks (special category and criminal offence data).
- Information about your health, only where relevant to reasonable adjustments or fitness for the role, requested after any conditional offer.
- Equality monitoring information, which is provided voluntarily, kept separate, and anonymised.
- References and information provided by your referees.

4. How We Collect It

We collect most of this information directly from you, through your application form and interview. We also collect information from third parties, including your referees, the Disclosure and Barring Service, right-to-work checking services, and, where relevant, professional or regulatory bodies and publicly available sources.

5. Why We Use It, and Our Lawful Basis

Under the UK General Data Protection Regulation, we must have a lawful basis for using your information. Our bases are set out below.

What we use it for	Our lawful basis
Assessing your suitability and deciding whether to appoint you	Taking steps at your request before entering a contract; our legitimate interest in appointing suitable people
Verifying your identity, right to work, and qualifications	Compliance with a legal obligation; legitimate interests
Carrying out safeguarding and Disclosure and Barring Service checks	Legal obligation and safeguarding duties; substantial public interest
Contacting and taking up references	Legitimate interests in safer recruitment
Considering reasonable adjustments and fitness for the role	Legal obligation under equality law; explicit consent where needed
Equality monitoring	Consent, and the substantial public interest condition for equality of opportunity

6. Special Category and Criminal Offence Data

Because this is a role involving work with children, we process information about criminal convictions, Disclosure and Barring Service results, and, where relevant, health information. We do this to meet our safeguarding responsibilities, relying on the safeguarding and substantial public interest conditions in the Data Protection Act 2018. This information is treated with particular care and shared only with those who need it.

7. Who We Share It With

We share your information only where necessary, with: the Disclosure and Barring Service and identity and right-to-work checking services; your referees; our professional advisers, such as our accountant and human resources or legal advisers; and, where a safeguarding matter requires it, the local authority, the Local Authority Designated Officer, Ofsted, or the police. We do not sell your information or use it for marketing.

8. How Long We Keep It

If your application is unsuccessful, we retain your information for 6 months after we notify you of our decision, then securely destroy it unless you ask us to keep it on file for future opportunities. If you are appointed, the relevant information is transferred to your personnel file and kept in line with our staff record retention arrangements.

9. How We Keep It Secure

Your information is held securely, with access limited to those who need it for recruitment. Electronic records are stored on secure, access-controlled systems, and any paper records are kept locked away. Special category and criminal offence data is subject to additional safeguards.

10. Your Rights

You have the right to: be informed about how we use your information; request access to it; ask us to correct it if it is wrong; ask us to erase it or restrict its use; object to certain processing; and, where relevant, ask us to transfer it. To exercise any of these rights, please contact the Director at [insert contact email]. We do not make decisions about you by automated means alone.

11. Complaints

If you are concerned about how we have handled your information, please contact us first so that we can put things right. You also have the right to complain to the Information Commissioner's Office at ico.org.uk, or by telephone on 0303 123 1113.