

RECRUITMENT APPLICANT PRIVACY NOTICE

1. Introduction

This notice is intended to provide information regarding the use of your personal data by The Original Factory Shop Group Limited (“**The Original Factory Shop**”, “**Company**”, “**we**” or “**us**”).

For recruitment purposes we collect, store, use and otherwise process personal data about you. We are committed to the protection of your personal data in line with the data protection principles set out in the EU General Data Protection Regulation (“GDPR”). This Notice applies to all applicant and recruitment personal data processed by us, regardless of whether it is maintained in electronic format or in a structured filing system.

This Notice may be amended from time to time.

2. Identity of the Data Controller

The data controller responsible for processing your personal data is The Original Factory Shop Limited, which is registered with company number **02882042** and maintains its registered office at The Factory Shop Ltd, Orient Business Park, Billington Road, Burnley, East Lancashire, BB11 5UB.

You may contact us at this address or:

By email: chiefprivacyofficer@tofs.com

By telephone: 01282 833222

3. Lawful Basis and Purposes for Processing Personal Data

We collect and process your personal data for the purpose of administering your employment application and for various recruitment purposes as are necessary prior to entering into a contract with you. The lawful bases for processing include:

- **for us to pursue our legitimate interests**, including for the purposes of the recruitment process, for maintaining recruitment records, assessing your suitability for employment, confirming your suitability for employment, facilitating the selection process, deciding which applicant a job shall be offered to, conducting reference checks, communicating with you, business process execution and internal management, business reporting, systems reporting and access, safeguarding the security of our infrastructure, premises, assets and office equipment, including the prevention of criminal activity, defending legal claims;
- **Consent**, including obtaining your consent to contact referees, to conduct background checks, to verify information, to consider you for other employment positions with The Original Factory Shop; and
- **Legal Obligation**, including checking your eligibility to work in the UK.

We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

4. Categories and Sources of Personal Data that We Process

This Privacy Notice covers any of the personal data you submit to us for the recruiting process. This may include but is not limited to the following information:

- Your name, contact details and applicant status;
- Details of your qualifications, skills, experience and employment history;
- Information included in your CV or cover letter, such as job history, academic background, skills and competencies, personal interests, languages spoken, questionnaire results;
- Job preferences and type of employment sought, willingness to relocate;
- Names and contact details for references. Please note that it is your responsibility to obtain consent from your references prior to providing us personal information about them;
- Current and historic salary details together with salary expectations;
- Details of your current benefit entitlements;
- Information about your entitlement to work in the UK; and
- Information relating to unspent criminal convictions.

We may collect this information in a variety of ways, including from application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

We may also receive information about you from recruiters and recruitment agencies.

We may review your social media profiles on professional networks for information that is publicly available.

We may also collect personal data about you from other third parties, subject to your consent or required by law, including academic history, references supplied by former employers. We will seek information from third parties only once a job offer to you has been made.

We process limited amounts of **special categories** of your personal data in order to comply with our legal obligations, when necessary for the purposes of carrying out obligations and to make reasonable adjustments for candidates who have a disability. Processing of Special Categories may also be necessary to protect the vital interests of individuals (e.g., health and safety) or for the establishment, exercise or defence of legal claims.

5. Who We Share Your Personal Data With

Your personal data will be stored in a range of different locations, including on your application record, in HR management systems and on other IT systems (including email). Your personal data may be shared internally for the purposes of the recruitment exercise. This includes interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

We may need to share some of your personal information with other parties, including in-house and external recruiters and recruitment agencies, Hiring Managers, service providers.

We will not use your personal data for any purpose other than the recruitment exercise for which you have applied.

6. Data Sharing

We will not transfer your personal data outside of the European Economic Area (EEA)..

7. Your Rights

The GDPR provides you with certain rights in relation to the processing of your personal data, including to:

- **Request access to personal data about you** (commonly known as a “**data subject access request**”). This enables you to receive a copy of the personal data we hold about you.
- **Request rectification, correction, or updating to any of the personal data that we hold about you.** This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure of personal data.** This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove personal data where you have exercised your right to object to processing (see below).
- **Request the restriction of processing of your personal data.** This enables you to ask us to suspend the processing of personal data about you (e.g. if you want us to establish its accuracy or the reason for Processing it).
- **Request the transfer of personal data provided by you (“data portability”).** This enables you to ask us to provide you, in machine-readable format, personal data that you have provided to us for transfer to another controller.
- **Object to specific types of processing in some circumstances,** including direct marketing, processing based on legitimate interests and processing for research or statistical purposes.

The exercise of these rights is not absolute and may be subject to certain pre-conditions and exemptions under the GDPR. Should you wish to exercise the rights accorded by the GDPR, please contact chiefprivacyofficer@tofs.com.

You also have the right to file a complaint with the UK Information Commissioner’s Office (“**ICO**”) if you are not happy with the way we process your personal data and our response to your request.

8. Data Retention

Your personal data shall not be kept for longer than is necessary for the recruitment process and to meet our legal obligations in terms of data reporting under Article 55. Therefore, application data will be deleted 17 months after the completion of the hiring process. In addition to using your data for the position for which you have applied, we may retain and use your application data to consider you for other positions, for a maximum period of 17 months. If after this period, we feel it necessary to retain your records, we will contact you in writing. The request to retain your records will set out the reasons why we wish to hold the information for a longer time-period. We will delete all of your recruitment data if you confirm you do not want us to hold the data and we no longer have a legal requirement to hold it.

If your application has been successful and you are hired, the corresponding application data may be used in connection with your employment, including transferring your personal

data to the HR file system for the purposes of our hiring process and issuing you with an employment contract in accordance with our employment privacy policies.

Please let us know if you have further questions regarding our retention of data by contacting us using the contact details set out at Section 2 of this Notice.