



Job Applicant Privacy Notice

WDS (referred to as "**the Company**") throughout this notice) collect and process personal data relating to job applicants as part of our recruitment process. Our contact details are:

Fizz Experience Limited, Curtis Road, The Atrium, Dorking, Surrey, RH4 1XA.

We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations in line with the General Data Protection Regulation (GDPR).

This notice sets out the basis on which we collect, use and disclose the personal data of our job applicants, as well as your rights in respect of such personal data.

What information does the Company collect and how?

The Company collect a range of information about you. This includes:

- your name, title, address and contact details, internet availability and access, email address and telephone numbers;
- details of your qualifications, skills, experience and employment history;
- work availability;
- your photograph;
- information from interviews you may have;
- information about your current level of remuneration, including benefit entitlements;
- information about your entitlement to work in the UK;
- unspent criminal convictions information;
 - we will only seek to collect data regarding unspent criminal convictions where it is appropriate given the nature of your role and where the law permits us. We would use data regarding unspent criminal convictions to determine your suitability for a given role. We rely on the lawful basis of legitimate interests to process this data.

We may collect this information in a variety of ways. For example, data might be contained in application forms or CVs (including when these are sent to us as part of speculative applications or queries), obtained from your passport or other identity documents, or collected through interviews or other methods of assessment.

We may also collect personal data about you from third parties, such as information from recruitment agencies and references supplied by former employers.

Data will be stored in a range of different places, including on your application record, in our HR management systems and our email system.

Categories of data

We must process special categories of data in accordance with more stringent guidelines. Most commonly, we will process special categories of data when the following applies:

- you have given explicit consent to the processing
- we must process the data in order to carry out our legal obligations
- we must process data for reasons of substantial public interest
- you have already made the data public.

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For example, we may use your special category personal data to determine any reasonable adjustments required for recruitment purposes.

We do not need your consent if we use special categories of personal data in order to carry out our legal obligations or exercise specific rights under employment law. However, we may ask for your consent to allow us to process certain particularly sensitive data. If this occurs, you will be made fully aware of the reasons for the processing. As with all cases of seeking consent from you, you will have full control over your decision to give or withhold consent and there will be no consequences where consent is withheld. Consent, once given, may be withdrawn at any time. There will be no consequences where consent is withdrawn.

Why do we process personal data?

The Company collects and processes your data for a number of purposes where we have a legal basis to do so, details below.

The Company has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts.

The Company may process information about whether or not applicants are disabled so we can make reasonable adjustments for candidates who have a disability.

We will not use your data for any purpose other than the recruitment process of which you are a part.

Who has access to data?

Your information may be shared internally within the company for the purposes of the recruitment process. This includes members of the HR team, staff involved in the recruitment process and managers in the business area with a vacancy.

We will not share your data with third parties, unless your application for employment is successful and an offer of employment is made. We will then share your data with former employers in order to obtain references.

In addition, we may need to share your personal information with a regulator or otherwise to comply with the law.

We do not share your data with bodies outside of the European Economic Area.

How do we protect your data?

The Company takes the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our personnel in the proper performance of their duties.

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For how long do we keep your data for?

If your application for employment is unsuccessful (including when you have speculatively applied to us in respect of a role which is not available), we will hold your data on file for 6 months. At the end of that period, your data is deleted or destroyed (unless we need to retain it for longer to exercise or defend any legal claims).

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which employee data is retained can be obtained from HR, email HR@Fizz.co.uk.

Your rights in relation to your data

The law on data protection gives you certain rights in relation to the data we hold on you. These are:

- the right to be informed. This means that we must tell you how we use your data, and this is the purpose of this privacy notice
- the right of access. You have the right to access the data that we hold on you. To do so, you should make a subject access request. Details available from HR email HR@Fizz.co.uk
- the right for any inaccuracies to be corrected. If any data that we hold about you is incomplete or inaccurate, you are able to require us to correct it
- the right to have information deleted. If you would like us to stop processing your data, you have the right to ask us to delete it from our systems where you believe there is no reason for us to continue processing it
- the right to restrict the processing of the data. For example, if you believe the data we hold is incorrect, we will stop processing the data (whilst still holding it) until we have ensured that the data is correct
- the right to portability. You may transfer the data that we hold on you for your own purposes
- the right to object to the inclusion of any information. You have the right to object to the way we use your data where we are using it for our legitimate interests
- the right to regulate any automated decision-making and profiling of personal data. You have a right not to be subject to automated decision making in a way that adversely affects your legal rights.

Where you have provided consent to our use of your data, you also have the unrestricted right to withdraw that consent at any time. Withdrawing your consent means that we will stop processing the data that you had previously given us consent to use. There will be no consequences for withdrawing your consent. However, in some cases, we may continue to use the data where so permitted by having a legitimate reason for doing so.

If you would like to exercise any of these rights or if you have any questions about this notice or our processing of your data more generally, please contact HR@Fizz.co.uk.

The Company's Data Protection Officer is Darren Pinner and can be contacted at HR@Fizz.co.uk.

If you believe that the company has not complied with your data protection rights, you can complain to the Information Commissioner's Office (<https://ico.org.uk/>).

Automated decision making

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No decision will be made about you solely on the basis of automated decision making (where a decision is taken about you using an electronic system without human involvement) which has a significant impact on you.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the Company during the recruitment process. However, if you do not provide the information, we may not be able to process your application.

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