

Recruitment Privacy Notice

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1. Introduction

At Tangle Teezer Ltd, we acknowledge the importance of protecting personal information – that is, any information from which a person can be identified, such as names, contact details and ID information ("Personal Information") that we collect from you. This notice sets out how Tangle Teezer Limited ("Tangle Teezer"/"we"/"us"/"our") uses Personal Information that we may hold about you in connection with recruitment, internships or work experience and your rights in relation to this. References to "recruitment" and "job" throughout this notice shall include all recruitment activities that Tangle Teezer carries out, including temporary recruitment for internships and work experience.

The "Data Controller" (as defined in the Data Protection Legislation) in respect of your Personal Information is Tangle Teezer Limited, a company registered in England and Wales with company number 05396577. As Data Controller, Tangle Teezer determines the means and purposes of processing your personal data in accordance with the General Data Protection Regulation (GDPR).

This Privacy Policy covers:

1. Personal Information that we collect from you
2. How we use your Personal Information
3. How long we keep your Personal Information for
4. How and why we share your Personal Information
5. Transferring Personal Information from outside of the UK / EEA
6. Your rights in relation to your Personal Information
7. Changes to the Privacy Policy
8. Contact us and Complaints

2. Personal Information that we collect from you

We will hold and process Personal Information relevant to recruitment, which may include:

- Identity information such as name, date of birth, gender and evidence of ID.
- Contact information such as home address, email address and telephone number.
- Photographs.
- Recruitment information such as CVs, application forms, evidence of qualifications and references.
- Information relating to physical or mental health, including dietary requirements and information about reasonable adjustments due to a disability.
- Equal opportunities monitoring information, including information about race, ethnic origin, religion and sexual orientation.
- Interview notes, including feedback on your interview and decision on the interview outcome

- Information relating to your right to work, including passport information, visa details, results of immigration checks, and
- The results of pre-employment and DBS checks.

We collect this Personal Information either directly from you (for example, in response to invitations from us to interviews or from applications) or from third parties including employment agencies, former employers, other referees, qualifications bodies, education bodies, background check agencies, job boards, social media channels (for example LinkedIn) or publicly available information.

3. How we use your Personal Information

We process recruitment information about job applicants in order to ensure that our employees and workers have the appropriate skills, qualifications, experience and suitability for each role and, where applicable, have the right to work in the UK. We may also process health information in order to comply with our duty to make reasonable adjustments.

We also process Personal Information about prospective job applicants, in order to assess the success of recruitment initiatives.

The legal basis for processing your Personal Information relating to recruitment is because it is necessary: (i) for our legitimate interests in operating our business efficiently; and/or (ii) to comply with our legal obligations. Where we process recruitment information which falls within "special categories" (which may include health information), or DBS check details, this is done either with your consent or because it is necessary in connection with our employment law or regulatory rights, obligations and requirements.

4. How long we keep your Personal Information for

We will not keep your Personal Data for longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and if you become employed by us or work with us.

If you accept an offer of employment with us, any relevant Personal Data collected during your pre-employment period will become part of your personnel records and will be retained in accordance with specific internal requirements. If we do not employ you, we may nevertheless continue to retain and use your Personal Data for a period of up to six months for system administration purposes or to consider you for potential future roles.

5. How and why we share your Personal Information

We may disclose Personal Information to appropriate persons, where necessary in order to enable us to achieve the objective of our processing of the data as described above. This includes to third party suppliers of services who assist our recruitment process (such as background checking agents), former employers or other referees, and regulatory bodies (as required by law). Where we process

information about diversity, including social diversity, this is to monitor, review and consider how to improve, equal opportunities and will be treated on an aggregate basis,

6. Transferring your Personal Information outside of the UK / EEA

We will only store or transfer your personal data within the European Economic Area (the “EEA”) and, where we do so, we will make sure that any such transfers are completed in accordance with Data Protection Regulation.

7. Your rights in relation to your Personal Information

You have certain rights in relation to your Personal Information, such as the right to request that we erase all (or part of) Personal Information we hold about you. You also have the right, subject to certain exemptions, to:

- Request a copy of the Personal Information we hold about you
- Ask us to make changes to the Personal Information you hold about you to make sure that it is complete and accurate; and/or
- Ask us to transfer any information we hold about you to a specified third party.

If you wish to exercise any of these rights, please contact us at the email address set out in the [Contact Us and Complaints](#) section.

8. Changes to this Privacy Policy

We may make changes to this policy at any time. Any changes to this Policy will be posted to our website at www.tangleteezer.com.

9. Contact us and Complaints

Should you wish to exercise any of these rights, or if you have any queries or complaints in relation to how we use your Personal Information, please contact our People Team (Talent@tangleteezer.com). Alternatively, you have the right to make a complaint to the Information Commissioner's Office, which is the supervisory body in the UK, contact details below:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF