

# REISS

## CANDIDATE PRIVACY NOTICE

Reiss Limited ("Reiss") is committed to protecting the privacy and security of your information.

This recruitment privacy notice outlines how Reiss collects and uses your personal information, in accordance with the General Data Protection Regulation (GDPR). It applies to all candidates applying for work with Reiss (whether as an employee, worker or contractor) based in the EU or UK.

### DATA PROTECTION PRINCIPLES

Reiss will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

### WHAT PERSONAL INFORMATION DO WE HOLD?

In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you:

- The information you have provided to us in your curriculum vitae and covering letter.
- The information you have provided on our application form, including name, title, address, telephone number, personal email address, date of birth, gender, employment history, qualifications.
- Any information you provide to us during an interview.

### Special Categories of Personal Information

We may also collect, store and use more sensitive personal information, such as information about your health, including any medical condition, health and sickness records. Information about your health or disability status may be used to consider whether we need to provide appropriate adjustments during the recruitment

process, for example whether adjustments need to be made during an interview.

### Third Parties

Reiss may have to share your personal information with third parties, including third-party service providers. This will be shared where required by law, for the purposes of processing your application or where Reiss has a legitimate interest in doing so.

All third-party service providers are required to take appropriate security measures to protect your personal information. Reiss does not permit third-party service providers to use your personal information for their own purposes. They are only permitted to process your personal information for specified purposes and in accordance with our instructions.

Third parties include other entities within our group and third-party service providers (including contractors and designated agents). Examples of activities carried out by third-party service providers include reference checks and DBS checks. The providers used may change from time to time.

### HOW YOUR PERSONAL INFORMATION IS COLLECTED

We collect personal information about candidates through the application and recruitment process, either directly from a candidate, from a recruitment agency or background check provider. Some additional information is collected from third parties including former employers, credit reference agencies or other background check agencies.

### HOW WE USE YOUR PERSONAL INFORMATION

We will use the personal information we collect about you to:

- Assess your skills, qualifications, and suitability for the role.
- Carry out background and reference checks, where applicable.
- Communicate with you about the recruitment process.
- Keep records related to our hiring processes.
- Comply with legal or regulatory requirements.

# REISS

It is in our legitimate interests to decide whether to appoint you to the role since it would be beneficial to our business to appoint someone to that role.

We also need to process your personal information to decide whether to enter into a contract of employment with you.

Having received your CV, covering letter and/or your application form, we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to invite you for an interview. If we decide to call you for an interview, we will use the information you provide to us at the interview to decide whether to offer you the role. If we decide to offer you the role, we may then take up references or carry out DBS checks before confirming your appointment.

## **IF YOU FAIL TO PROVIDE PERSONAL INFORMATION**

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully. For example, if we require a credit check or references for this role and you fail to provide us with relevant details, we will not be able to take your application further.

## **AUTOMATED DECISION-MAKING**

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

## **DATA SECURITY**

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

## **DATA RETENTION**

### **HOW LONG WE WILL USE YOUR INFORMATION FOR**

Reiss will only retain your personal information for as long as necessary to fulfil the purposes the information was collected, including for the purposes of satisfying any legal, accounting, or reporting requirements. Processes are in place to ensure information of unsuccessful job applicants is retained for no more than one year post-decision. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with applicable laws and regulations.

## **YOUR RIGHTS**

You have a number of rights with regards to your personal information including the right to request access, rectification or erasure of your personal data, right to restrict processing, object to processing, and in some circumstances the right to data portability. In limited circumstances, where you may have provided consent to the collection of your personal information for specific processing, you may have the right to withdraw your consent for that specific purpose. There may be some instances where you would not have the right to access personal information.

You may be asked for specific information to confirm your identity and ensure your right to access the information (or to exercise any of your other rights). Data will not be provided when requests for information are made by telephone or in person.

There is no fee to access your personal information (or to exercise any of the other rights). However, a reasonable fee may be charged if a request for access is deemed unfounded or excessive.

# REISS

## EXAMPLES - TYPES OF PERSONAL INFORMATION WE MAY HOLD

- Full name | title | date of birth | gender
- Contact details | address | telephone numbers | personal email addresses | national insurance number | personal public service number | social security number or EU equivalent
- Marital status | dependents
- Employment records relating to your work history including job titles | work history | working hours | start date | notice period | location of employment or workplace salary | salary history
- Training records and professional memberships
- Details of flexible working arrangements
- Recruitment information including right to work documents, references and other information included in a CV cover letter or part of application process
- Application form | CV | applicants' Current role | salary | notice period | skills
- Referees
- Eligibility to work
- Nationality | passport details | visa endorsements
- Student loan information
- Photographs

## EXAMPLES - HOW WE MIGHT USE YOUR PERSONAL INFORMATION

- To comply with safety, security and operational requirements of department stores where Reiss operates concessions.
- Making a decision about your recruitment or appointment
- Determining the terms on which you work for us
- Checking you are legally entitled to work in the UK
- Making decisions about successful applicant's salary and compensation
- Assessing qualifications for a particular job or task
- Business management and planning, including auditing
- To prevent fraud and other criminal offences
- To conduct data analytics studies to review and better understand employee attraction
- Equal opportunities monitoring
- Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal information.