

## 1. Scope

All data subjects whose personal data is collected, in line with the requirements of the GDPR.

## 2. Responsibilities

- 2.1 The Data Protection Officer / GDPR Owner is responsible for ensuring that this notice is made available to data subjects prior to Hangerworld LTD collecting/processing their personal data.
- 2.2 All Employees/Staff of Hangerworld LTD who interact with data subjects are responsible for ensuring that this notice is drawn to the data subject's attention and their consent to the processing of their data is secured.

## 3. Privacy notice

### 3.1 Who are we?

Hangerworld LTD are a supplier of high quality garment accessories and hangers across many seller channels and platforms.

Our Data Protection Officer / GDPR Owner and data protection representatives can be contacted directly here:

- ([chris.hopley@hangerworld.com](mailto:chris.hopley@hangerworld.com))
- (01253 600633)

The personal data we would like to collect from/process on you is:

<b>Personal data type:</b>	<b>Source</b>
Personal Details (name, address, telephone number, email address)	Your CV and application email
Employment, Family and Geographical History	Possibly your CV or Interview
Knowledge of your personal medical history	Interview and possibly CV
Knowledge of your skills	Interview and CV
Name and postal address	Hangerworld LTD Website

The personal data we collect will be used for the following purposes:

- To fairly score all candidates in order to fulfil recruitment needs
- To facilitate the delivery of formal communications in regards to the recruitment process

- To initiate the Hangerworld induction process

Our legal basis for processing for the personal data:

- To fulfil our duty of care to all applicants and potential staff
- To conduct our recruitment process in a fair manner without prejudice or deception

### 3.2 Consent

By consenting to this privacy notice you are giving us permission to process your personal data specifically for the purposes identified.

Consent is required for Hangerworld LTD to process both types of personal data, but it must be explicitly given. Where we are asking you for sensitive personal data we will always tell you why and how the information will be used.

You may withdraw consent at any time by writing a letter or email to Shaun Garrett. Emails may be sent to [shaun.garrett@hangerworld.com](mailto:shaun.garrett@hangerworld.com)

### 3.3 Disclosure

Hangerworld LTD will not pass on your personal data to third parties without first obtaining your consent. The following third parties will receive your personal data for the following purpose(s) as part of the processing activities if applicable:

Third country (non-EU)/international organisation	Safeguards in place to protect your personal data
N/A	
N/A	

### 3.4 Retention period

Hangerworld LTD will process personal data for a period of up to 8 weeks from the point of submission or until you become a member of staff, at which point a new agreement will be made. We will destroy or permanently anonymize your personal information at the point that we no longer need to process it for our ongoing legitimate business needs or for any legal reason. If this is not possible (for example, because you're personal information has been stored in backup archives), then we will securely store it and isolate it from any further processing until deletion is possible...

### 3.5 Your rights as a data subject

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.

- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing such as direct marketing.
- Right to object to automated processing, including profiling – you also have the right to be subject to the legal effects of automated processing or profiling.
- Right to judicial review: in the event that Hangerworld LTD refuses your request under rights of access, we will provide you with a reason as to why. You have the right to complain as outlined in clause 3.6 below.

All of the above requests will be forwarded on should there be a third party involved (as stated in 3.4 above) in the processing of your personal data.

<https://www.hangerworld.com/GDPRSAR/>

### 3.6 Complaints

In the event that you wish to make a complaint about how your personal data is being processed by Hangerworld LTD (or third parties as described in 3.4 above), or how your complaint has been handled, you have the right to lodge a complaint directly with the supervisory authority and Hangerworld LTD's data protection representatives Data Protection Officer / GDPR Owner.

The details for each of these contacts are:

	<b>Supervisory authority contact details</b>	<b>[Data Protection Officer (DPO)] / [GDPR Owner] contact details</b>
Contact Name:	Information Commissioners Office	Christopher Hopley
Address line 1:	Wycliffe House	Hangerworld LTD
Address line 2:	Water Ln	Prestige House
Address line 3:	Wilmslow	Cornford Road
Address line 4:		Blackpool
Address line 5:	SK9 5AF	FY4 4QQ
Email:		<a href="mailto:Chris.hopley@hangerworld.com">Chris.hopley@hangerworld.com</a>
Telephone:	0303 123 1113	01253 600633

### 3.7 Privacy statement

Read more about how and why we use your data here

<https://www.hangerworld.com/GDPR/>

## 4. Online privacy statement

### Personal data

Under the EU's General Data Protection Regulation (GDPR) personal data is defined as:

"any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person".

### How we use your information

This privacy notice tells you how we, Hangerworld LTD, will collect and use your personal data for:

#### CV Filtering

To ensure the most suitable candidates are placed in the right roles, at the right times, Hangerworld will receive all information given to it and compare that information to a carefully constructed job description. Candidates whose data matches the description the most closely, will be submitted into a pool for further consideration.

From there, your data will be further processed to ensure the most fitting candidates are taken to interview. You data will then be processed in order to allow us to contact you and arrange the interview.

#### Recruitment Scoring

Candidate's skills, employment experience, education/training and answers to relevant questions are important to give us a significant picture of your suitability for the role Hangerworld needs to be filled.

In no situation will any protected characteristics be taken into consideration unless such would possibly pose a safety risk to yourself and/or other staff. At this point, Hangerworld would consider reasonable adjustment based on your data before making further decisions.

## Why does Hangerworld LTD need to collect and store personal data?

In order to continue providing the fairest and most comprehensive recruitment process, Hangerworld needs ready access to vital personal data to inform any decisions and to allow us to speak to the most suitable individuals.

In some events, our recruitment process may falter or Business operation may allow room for further recruitment or for the recruitment of similar roles. In these instances, it is beneficial to have a talent pool to approach, possibly allowing speedier placement for some candidates without the need for them to apply again.

## Will Hangerworld LTD share my personal data with anyone else?

We will not pass your data onto any third parties and all personal data held will be processed only for recruitment purposes.

Any data held internally will only be viewed by our Human Resources Team and the Manager or Supervisors of the role we are recruiting for.

## How will Hangerworld LTD use the personal data it collects about me?

Hangerworld LTD will process (collect, store and use) the information you provide in a manner compatible with the EU's General Data Protection Regulation (GDPR). We will endeavour to keep your information accurate and up to date, and not keep it for longer than is necessary. Hangerworld LTD is required to retain information in accordance with the law, such as information needed for income tax and audit purposes. How long certain kinds of personal data should be kept may also be governed by specific business-sector requirements and agreed practices. Personal data may be held in addition to these periods depending on individual business needs.

## Under what circumstances will Hangerworld LTD contact me?

Our aim is not to be intrusive, and we undertake not to ask irrelevant or unnecessary questions. Moreover, the information you provide will be subject to rigorous measures and procedures to minimise the risk of unauthorised access or disclosure.

We will contact you only to update you about the progress of our recruitment process and to inform you of any occasions you may attend for this process.

We may also contact you to offer you entry into the recruitment process for the same or another, similar role should recruitment for such be initiated.

## Can I find out the personal data that the organisation holds about me?

Hangerworld LTD at your request, can confirm what information we hold about you and how it is processed. If Hangerworld LTD does hold personal data about you, you can request the following information:

- Identity and the contact details of the person or organisation that has determined how and why to process your data. In some cases, this will be a representative in the EU.
- Contact details of the data protection officer, where applicable.
- The purpose of the processing as well as the legal basis for processing.
- If the processing is based on the legitimate interests of Hangerworld LTD or a third party, information about those interests.
- The categories of personal data collected, stored and processed.
- Recipient(s) or categories of recipients that the data is/will be disclosed to.
- If we intend to transfer the personal data to a third country or international organisation, information about how we ensure this is done securely. The EU has approved sending personal data to some countries because they meet a minimum standard of data protection. In other cases, we will ensure there are specific measures in place to secure your information.
- How long the data will be stored.
- Details of your rights to correct, erase, restrict or object to such processing.
- Information about your right to withdraw consent at any time.
- How to lodge a complaint with the supervisory authority.
- Whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether you are obliged to provide the personal data and the possible consequences of failing to provide such data.
- The source of personal data if it wasn't collected directly from you.
- Any details and information of automated decision making, such as profiling, and any meaningful information about the logic involved, as well as the significance and expected consequences of such processing.

### What forms of ID will I need to provide in order to access this?

Hangerworld LTD accepts the following forms of ID when information on your personal data is requested:

Passport, driving licence, birth certificate, utility bill (from last 3 months)

# PRIVACY NOTICE

## Document Control

Reference: GDPR REC 4.1

Issue No: 1.0

Issue Date: 04/06/2018

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### Contact details of the Data Protection Officer / GDPR Owner:

	<b>Data Protection Officer / GDPR Owner contact details</b>
Contact Name:	Christopher Hopley
Address line 1:	Hangerworld LTD
Address line 2:	Prestige House
Address line 3:	Cornford Road
Address line 4:	Blackpool
Address line 5:	FY4 4QQ
Email:	<a href="mailto:Chris.hopley@hangerworld.com">Chris.hopley@hangerworld.com</a>
Telephone:	01253 600633

### Document Owner and Approval

A current version of this document is available to all members of staff on the corporate intranet and is published

[https://www.hangerworld.com/GDPR\\_REC4.1.pdf](https://www.hangerworld.com/GDPR_REC4.1.pdf)

Signature:

Date:

### Change History Record

Issue	Description of Change	Approval	Date of Issue
1	Initial issue	Emma Hollindale	04/06/2018

Hangerworld LTD

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