



Chill Factor^e

Extreme Cool Ltd
7 Trafford Way, Trafford Quays
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info@chillfactore.com

www.chillfactore.com

Chill Factore – Job Applicant Privacy Notice

Your privacy is very important to Chill Factor^e (Extreme Cool Ltd). This privacy policy explains how we collect, use and process your personal data, and how we meet our legal obligations to you.

For the purpose of the Data Protection Act 1998 and General Data Protection Regulation (2016), our data controller is Extreme Cool Ltd.

Personal data we collect from Candidates

The personal data we process may include, but may not be limited to, the following:

Identity - We collect your name, date of birth, gender and other similar identifiers.

Contact data - We collect your email address, postal address, phone number(s).

Background information - We collect the information that you chose to provide to us in your CV, covering letter and any other application forms. This would usually include your previous work & life experiences, qualifications and certifications, and references.

CCTV - We collect personal data in the form of images obtained via the operation of a closed circuit television ('CCTV') system which is in place throughout the premises.

Sensitive Data

Certain pieces of data are classed as 'sensitive' and we can only process such data if certain conditions are met.

Medical information - We may collect information on any disabilities you may have, sickness related absence / hospitalization / prolonged illness requiring medical treatment prior to your appointment, details of maternity leave or paternity leave, details of any first aid administered to you.



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How and why we use your data

We process personal data if we deem it necessary to do so for a variety of business reasons (our legitimate interests). This could include some or all of the following activities:

- To assist us in the selection of candidates for employment.
- To enable us to communicate efficiently with you.
- To ensure compliance with our legal obligations.

Where a data processing activity is not deemed to be within our legitimate interest or a legal requirement, we will ask you for your consent before processing your data.

We do not use your data for any automated decision making or profiling activities.

If you choose not to provide us with information when requested which is necessary for us to consider your application e.g. evidence of qualification for work or work history, we will not be able to process your application successfully.

Management of your data

Personal data will be held securely within our IT systems or manual filing systems.

Access to your data within our systems is restricted to employees who need the data in order to perform their role.

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

We may transfer data that we collect from you to locations outside of the European Economic Area for processing and storing. We will only do so where the country is compliant with EU data protection legislation.

We will take all reasonable steps to make sure that your data is treated securely and in agreement with this Privacy Policy.

Disclosing your data

Where applicable, we may disclose your personal information to any member of our group. This includes, where applicable, our subsidiaries, our holding company and its other subsidiaries (if any).



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We may also disclose your personal information to third parties without your consent where the law allows or requires us to do so. This may include, but not limited to, the following:

- Where we sell any or all of our business and/or our assets to a third party.
- Where we are legally required to disclose your information.
- Where we use third parties to help us run our business, for example HR consultants, Legal advisors, Insurers, IT service providers.

Where we have a choice regarding the third parties we disclose data to, we will ensure that we receive sufficient guarantees that the requirements of the GDPR will be met and that data will be protected.

We may permit selected third parties to use your data so that you can be provided with information about unrelated goods and services which we consider may be of interest to you. However we will only do this if we have obtained your explicit consent.

Retaining your data

The personal data provided during an application process will be retained for a period of up to one year following the end of the recruitment process, or if required by law for as long as is required.

Where we no longer need your personal information, we will dispose of it in a secure manner without notifying you.

Your rights

Under the data protection legislation you have the right in certain circumstances to:

- Request access to your personal information.
- Request correction of the information that we hold about you.
- Request erasure of personal information.
- You also have the right to ask us to delete your personal information where you have exercised your right to object to processing (see below).
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party).
- You also have the right to object where we are processing your personal information for direct marketing purposes.
- Request the restriction of processing of your personal information.
- Request the transfer of your personal information to another party.
- Complain to the data protection regulator.



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How to access your data

If you wish to see a full record of the personal data we hold, then please contact us. You will have to provide proof of identification. We aim to respond to requests without delay and at the latest within one month of receipt.

Information is provided free of charge, however we do reserve the right to charge a reasonable fee when a request is manifestly unfounded or excessive, particularly if it is repetitive. We may also charge a reasonable fee to comply with requests for further copies of the same information.

How to contact us

We welcome any queries, comments or requests you may have regarding this Privacy Policy.

- Call us on 0161 749 2222
- Email us at HRCFE@chillfactore.com
- Write to us at HR Team, Chill Factore, Trafford City, Manchester, M41 7JA
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If you have a concern

If you have a concern about the way we are collecting or using your personal data, or if you suspect misuse or unauthorized access, then please contact us and we will try to resolve the problem promptly. You can also raise your concern directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Changes to our privacy notice

From time to time we may update our privacy policy. Our website will always contain the latest policy.

This privacy notice does not form part of an employment offer or contract between us. If we make an employment offer to you, we will provide further information about our handling of your personal information in an employment context separately.

18th May 2018