



GDPR – RECRUITMENT PRIVACY STATEMENT

The following statement explains how data is managed for the purposes of the prospective employment relationship between Carpetright plc and you and what we do with your personal information.

Who we are:

Carpetright plc (referred to in this Notice as “Carpetright”, “we”, “our”, “us”) is registered in England at Purfleet Bypass, Purfleet, Essex, RM19 1TT (Registered number: 2294875).

What sort of personal information do we hold?

- Information that you provide to us when you apply for a job such as your name, address, date of birth, marital status, referees, NI number, employment history and qualifications.
- Your contact details and details of the emails and other communications you receive from us.

It is your responsibility to ensure that the information you provide is truthful and accurate.

How do we use your personal information?

- **Your application** – we need to use your personal information, so we can process your application for a job
- **Other jobs** – we may use your information to consider you for alternative positions which you may be suitable for, if you’ve agreed to us retaining your record for this purpose
- **Legal obligations** – we use your personal information to comply with any legal obligations that we have
- **Analytics and profiling** – we use your personal information for statistical analysis and to help us understand more about the people who apply for jobs with us
- **Contacting you** – we use your personal information to contact you in connection with your application.
- **HR Record** – if your application is successful then we use your personal information to create your HR record.
- **Referees** – We use the information you provide to contact your referees to obtain references if you are successful in your application.
- **Equality, diversity & inclusion** – this information will be held separately from your application form, this will be used for monitoring purposes and validating the fairness of our tests.

Cookies Policy

We use cookies to help give you the best experience on our website. For more information please see our full Cookie policy on the Carpetright website.

Legal basis for processing your personal information:

The legal basis we rely are on:

- **Consent:** we may ask you for your consent to process your personal data in a particular way
- **Performance of a contract:** Processing your personal information is necessary in order to take steps at your request to enter into a contract with you.
- **Legal obligation:** we are subject to certain legal requirements which may require us to process your personal data.
- **Legitimate interests:** the processing is necessary for us to conduct our business, but not where our interests are overridden by your interests of right.

Who might we share your personal information with?

- Management Team – We will share your personal information with managers within Carpetright.
- We are legally obliged to share certain data with other public bodies such as HMRC and will do so where the law requires this; we will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and proportionate.
- We also use third party suppliers to process your data

How long do we keep your personal information for?

We will keep your personal information in accordance with the law and relevant regulations, but for no longer than a period of 12 months.

Your rights under data protection law:

You have a number of rights under data protection legislation which, in certain circumstance, you may be able to exercise in relation to the personal information we process about you. These include:

- The right to access a copy of the personal information we hold about you
- The right to correction of inaccurate personal information we hold about you
- The right to restrict our use of your personal information
- The right to be forgotten
- The right of data portability; and
- The right to object to our use of your personal information

Where we rely on consent as the legal basis on which we process your personal information, you may also withdraw that consent at any time.

Please contact the Recruitment team if you wish to exercise any of these rights.

Security:

We take protecting your personal information seriously, therefore the following controls are in place:

- We limit access to our systems to only those that we believe need access
- We use technology controls for our information systems
- We will never contact our candidates requesting confirmation of account details or passwords and we advise our candidates never to enter these details into an email. If you are contacted by our recruitment team they will confirm your name and the role that you have applied for. Contact would be either by telephone or email using the contact number or email address supplied by you in your application.

Complaints:

If you do not have access to the internet you can contact us on the above number to request hard copies of any of the above documents.

We seek to resolve directly all complaints about how we handle personal information. If your complaint is about how we have handled your personal information, you can contact our Data Protection Officer by email at dpo@carpetright.co.uk or by telephone on 01708 802000.

However, you also have the right to lodge a complaint about data protection matters with the Information Commissioner's Office, whose contact details are as follows: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone - 0303 123 1113 (local rate) or 01625 545 745; Website - <https://ico.org.uk/concerns>

More information:

There is more detail on how we process personal information on our website at carpetright.co.uk