

Houseful

APPLICANTS' PRIVACY NOTICE (BASE)

Version	2.0
Policy Owner	Jane Hill / Mark Scott
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Date of next review	January 2024 (In review)

This group baseline policy applies to ZPG Limited and its subsidiaries. Group companies may operate additional policies agreed by their board, where those policies are no less restrictive than the requirements set forth herein.

Controller's contact details.

Houseful Limited, or the group company who may become your employer, is the controller of personal data we process when you apply for a job with us.

You can contact us by post or email.

- **Postal address:** Houseful Limited, The Cooperage, 5 Copper Row, London SE1 2LH
- **Email address:** privacy@Houseful.co.uk

Data Protection Officer's contact details.

Our Data Protection Officer is Jane Hill. You can contact her at dpo@zpg.co.uk or at the postal address above. Please mark the envelope 'Data Protection Officer'.

How do we get your information?

Most of the information we have comes from you because:

- you have applied for a role with us.
- you have given us your information at a careers fair or other event.
- you have made your information available to us on a job searching website (for example, Indeed or LinkedIn).
- you have told us you are interested in a role at Houseful, or

We also receive information from other sources if:

- someone who knows you has suggested you might be interested in a role at Houseful, or we have received your information from a recruitment agency.

- we seek a reference for you, or do other background checks.

Your data protection rights

You have rights in relation to information we process about you.

You don't need to pay anything to exercise your rights. We have one month to respond.

Please contact us at privacy@Houseful.co.uk if you wish to make a request.

Access

You can ask us for a copy of the information we hold about you. Please note there are some exemptions, so you might not always get everything we process. You can Find out more [here](#).

Rectification

You can ask us to correct inaccurate or incomplete information. Find out more [here](#).

Erasure

You can ask us to delete or remove personal data where there is no good reason for us continuing to use it. You may also ask us to delete or remove your personal data if you have exercised your right to object to processing (see below). Find out more [here](#).

Restriction of processing

You can ask us to suspend the processing of your personal data, for example if you want us to establish its accuracy or the reason for processing it . Find out more [here](#).

Object to processing

You have the right to object to processing if we process your information where we rely on our legitimate interests, or a third party's. In some cases, however, we may be permitted to refuse your request. Find out more [here](#).

Data portability

You can ask us to transfer the information you gave us to another organisation or give it to you. This right only applies if we are processing information based on your consent or in relation to a contract and the processing is automated. Find out more [here](#).

Sharing your information.

We will not share your information with anyone for marketing purposes.

Sometimes the law requires us to share information. We also share your information with our trusted providers who help us with our recruitment activities, for example to help us conduct reference checks and administer our online test.

We will always make sure we have a lawful basis for sharing your information with anyone.

Your right to complain.

If you have questions about how we use your information, please contact us at privacy@Houseful.co.uk.

You can complain about how we process your information to the Information Commissioner's Office. Find out more [here](#).

Changes to this privacy notice.

We keep this notice under review so that it stays up to date and accurate.

You can find an up to date copy of this notice at careers.Houseful.co.uk/privacy-policy.

How you can contact us.

Telephone

When you call us, we can sometimes see your telephone number (if it's not withheld).

We may use this number to call you back if you have asked us to do so, if your call drops or if there is a problem with the line.

We don't record audio calls to and from our Talent team, but we might take notes.

Email

We use Gmail for our business email. Gmail applies transport layer security to encrypt and protect email traffic.

We'll monitor any emails you send for us (and attachments) for viruses and malware. You must ensure that any emails you send to us comply with the law.

Social media

You may interact with us on social media channels (e.g. Facebook, Twitter, Instagram or LinkedIn). If you send us a private or direct message, we will not share it with anyone else.

Visiting our careers website.

Analytics

When you call us, we can sometimes see your telephone number (if it's not withheld).

We may use this number to call you back if you have asked us to do so, if your call drops or if there is a problem with the line.

We don't record audio calls to and from our Talent team, but we might take notes.

Cookies

You can find out more about how we use cookies in our [Cookie Policy](#).

Security and performance

We use a third-party web application firewall from Akamai to keep our careers websites secure. This service checks for irregular behaviour from traffic to the website. To do this, it processes site visitors' IP addresses.

WordPress hosts our careers website in the US.

Purpose and legal basis for processing

The purpose for the processing on our careers website is to maintain and monitor its performance and to help us improve it and the legal basis we rely on to process your information is legitimate interest.

Visiting our offices.

If you visit one of our offices as part of your application, we'll send your name and visit information to our reception team so that we can direct you to the right place when you arrive. We ask all visitors to sign in and out at reception.

Closed-circuit television (CCTV) operates in our offices for security purposes. We record CCTV footage and store it for a maximum of 30 days (unless we need to keep it longer, for example to provide evidence in relation to an incident).

We have Wi-Fi on site for use by visitors. We record your device's address and will automatically allocate to you an IP address whilst on site. We log traffic information, including sites visited, duration and dates. We don't ask you to agree to terms or control your access. You are responsible for your internet activity whilst using our Wi-Fi.

Purpose and legal basis for processing

The purpose for processing this information is for security and safety reasons.

The legal basis we rely on to process your personal data is Article 6(1)(f) of the UK GDPR, which allows us to process your information when it is necessary for the purposes of our legitimate interests.

Applying for a job.

What information do we ask for and why?

The information we ask for is to help us assess your suitability for the role. You don't have to provide what we ask for, but it may affect your application if you don't.

Application stage

When you apply for a role, we ask you for personal details like your name and contact information. We'll also ask you about your previous experience, education, referees and for answers to questions relevant to the role. Our Talent team has access to all this information.

You may be asked to provide equal opportunities information. This information will be used to produce and monitor equal opportunities statistics for our recruitment process. This information is not mandatory. If you don't provide it, it won't affect your application. We won't make any of this information available to anyone outside our Talent team, including hiring managers, in a way that can identify you.

Shortlisting

Our hiring managers shortlist applications for interview. They will not be provided with your equal opportunities information if you have provided it.

Assessments

We may ask you to participate in assessment days, complete tests or online personality questionnaires, attend an interview or a combination of these things. Information will be generated by you and by us. For example, you might complete a written test, or we might take interview notes. This information is held by us.

If you are unsuccessful after assessment for the role, we will retain your details in our talent pool and we may contact you if any further suitable vacancies arise. If you do not wish to be part of our talent pool, just let us know.

Offer

If we make you an offer, we'll ask you for information, so we can carry out checks. You must successfully complete these checks before you start work. We must confirm the identity of our staff, their entitlement to work in the relevant country and seek assurances as to their trustworthiness, integrity and reliability.

You must provide:

- original proof of identity (we'll take copies).
- if relevant to your role, original proof of qualifications (we'll take copies).
- if relevant to your role, original driving licence (we'll take copies).
- a criminal records declaration to declare any unspent convictions, and
- original proof of your entitlement to work in the relevant jurisdiction (we'll take copies).

We'll contact your referees using the details you provide to obtain references. We do this through

a third-party reference check provider called Employee Check to whom we provide your name, relevant employment information and your referees' contact information to enable them to do the reference check. Your role may also require to undergo an enhanced check with a provider called Vero, to whom we will provide your name, contact information and other information they need to do their checks.

After you start

When you join Houseful, we'll ask you for more information (for example, bank details, emergency contact details and other information required by our staff benefit providers).

Our Staff Privacy Notice applies to our use of this information, and you'll be able to access this when you join.

How long is the information kept for?

If your application is unsuccessful, we'll keep your information for up to 12 months after we tell you our decision. We'll also keep your information in our talent pool for that time, unless you tell us not to, so that we can contact you if any further suitable vacancies arise.

If your application is successful and you decide to take up the role with us, we'll keep your information for up to 12 months after you leave Houseful. We'll keep a record of your name, role and employment dates for up to 10 years after you leave Houseful so that we can provide a reference if you need one.

How we make decisions about recruitment

Final recruitment decisions are made by hiring managers and our Talent team, considering all the information gathered during the application process.

Any online testing is marked, and a result is generated automatically. If you wish to challenge the result, it can be checked manually.

You can ask about decisions on your application by speaking to the Talent team.

Purpose and legal basis for processing

Our purpose for processing your information is to assess your suitability for a role at Houseful.

The legal bases we rely on for processing your information are:

- to perform our contract with you or to take steps at your request before entering into a contract with you;
- to comply with a legal obligation; and
- for our legitimate interests (or those of a third party) and your rights and interests do not override those interests