



Privacy Notice

Wolfestone Holdings acts as a data controller for personal data you provide to us as a prospective employer. The data we collect includes: name, email address, qualifications and work experience, contact telephone number, postcode, and some special categories of data for equality and diversity monitoring.

Why we need your data

We need to know this basic personal data for the purposes of processing your application as part of a pre-contractual agreement.

You are not obliged to provide us with equality and diversity monitoring data, and any data you do provide is strictly anonymous.

What is the source of your data

We are only collecting data provided by you. We are not collecting data about you from any other sources.

What we do with your data

All the personal data we process is processed by our staff in the UK. Digital data is stored locally on our on-site servers in a folder with restricted access, and hard copies are stored in locked cabinets in the office.

No other Third Parties have access to your data unless the law allows them to do so.

We have a Data Protection regime in place to oversee the effective and secure processing of your personal data. More information on this framework can be found on our website.

How long we keep your data

We are required under UK employment law to keep your basic personal data (name, address, contact details) for 12 months following application for a position with Wolfestone Holdings, after which time it will be securely destroyed.

What are your rights

If at any point you believe the information we process on you is incorrect you can request to see this information and have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact us to have the matter investigated. Please see our Subject Access Request page on our website for more information:

<https://www.robertsonlanguages.com/gdpr/subject-access-request-policy/>

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office

<https://ico.org.uk/>