



## **Applicant Privacy Notice**

**Data controller:** Resorthoppa (UK) Limited, referred to as hoppa.

**Privacy Manager:** [privacymanager@hoppa.com](mailto:privacymanager@hoppa.com)

As part of any recruitment process, hoppa collects and processes personal data relating to job applicants.

Hoppa is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

### **What information does hoppa collect?**

Hoppa collects a range of information about you. This includes:

Any information that you have given on your CV or application, such as your name, address and contact details, including email address and telephone number;

- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- information about your entitlement to work in the UK

Hoppa collects this information in a variety of ways. For example, data might be contained in application forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

Hoppa will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers. The organisation will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so, unless you have given prior consent.

Data will be stored in a range of different places, such as in our ATS system on PeopleHR and on other IT systems including secure email.

### **Why does hoppa process personal data?**

Hoppa needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, hoppa needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.



Hoppa has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows hoppa to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. Hoppa may also need to process data from job applicants to respond to and defend against legal claims.

Where hoppa relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

Hoppa will only process health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment. We will not ask for this unless you inform us.

If your application is unsuccessful, hoppa will keep your personal data on file in case there are future employment opportunities for which you may be suited. The organisation will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

### **Who has access to data?**

Your information will be shared internally for the purposes of the recruitment exercise. This includes HR, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

Hoppa will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. Hoppa will then share your data with former employers to obtain references for you, or conduct employment background check with other providers to obtain necessary background checks.

Your data may be transferred outside the European Economic Area (EEA) to our South African office, if they are involved in the recruitment process. Data is transferred outside the EEA on the basis of safeguards such as EU model clause in a data processing agreement, which is sufficient to satisfy the ICO and other relevant EU supervisory organisations.

### **How does hoppa protect data?**

Hoppa takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. Hoppa have a data protection policy that outlines the correct use of data.



## **For how long does hoppa keep data?**

If your application for employment is unsuccessful, hoppa will hold your data on file for 3 months after the end of the relevant recruitment process. If you agree to allow hoppa to keep your personal data on file, hoppa will hold your data on file for a further 2 years for consideration for future employment opportunities. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new Employee privacy notice.

## **Your rights**

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require hoppa to change incorrect or incomplete data;
- require hoppers to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where hoppa is relying on its legitimate interests as the legal ground for processing; and
- ask hoppa to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override hoppa's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact [privacymanager@hoppa.com](mailto:privacymanager@hoppa.com)

To make a SAR please request a form from [privacymanager@hoppa.com](mailto:privacymanager@hoppa.com)

If you believe that hoppa has not complied with your data protection rights, you can complain to the Information Commissioner.

## **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to hoppa during the recruitment process. However, if you do not provide the information, hoppa may not be able to process your application properly or at all.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.



## **Automated decision-making**

Recruitment processes are not based solely on automated decision-making.

For more information on your personal data rights please click here  
<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/?q=Employee>