

## Privacy Policy



This page will be regularly updated to show you all the things we do with your personal data. This policy applies if you're a client, supplier, partner and an employee or an individual applying for employment with us.

Employees should also read our Data Protection policy.

### About A Wilderness Way Ltd

This privacy policy explains how we use any personal information we collect about you when you use this website.

### Things covered in the privacy policy:

- What information we collect about you?
- How will we use this information about you
- Marketing
- Access to your information and correction
- Cookies
- Other websites
- Changes to our privacy policy
- How to contact us

### What information do we collect about you?

Your personal data is any information which identifies you, or which can be identified as relating to you personally for example, name, address, phone number, email address that may be collected and used by us. We'll only collect the personal data that we need.

We collect information about you when you contact us via phone, email or via a contact form on our website. We also collect information when you voluntarily complete customer surveys, provide feedback and use offers. Website usage information is collected using cookies so we are able to provide users with a better experience.

The personal data you give us may include name, title, address, employment status, demographic information, email address, telephone numbers, personal description, photographs, CCTV images, attitudes, opinions, usernames and passwords.

If you are applying for a role with us, further details about how we handle your personal data are set out in the Recruitment and Candidate Data section below.

### Recruitment and Candidate Data

When you apply for a role with Wilderness Way Ltd, we will collect and process personal data relating to your application.

### **What information we collect**

In addition to the information outlined above, we may collect:

- Your CV, employment history, qualifications and training records
- Information provided in application forms and covering letters
- Interview notes and assessment outcomes
- Proof of right to work in the UK - References from previous employers
- Background check information where required (e.g. DBS checks)
- Equal opportunities monitoring data where you choose to provide it

### **How we use your information**

- We use this information to:
- Assess your suitability for employment
- Communicate with you throughout the recruitment process
- Verify the information you have provided
- Carry out pre-employment checks where required
- Comply with our legal and safeguarding obligations

### **Lawful basis for processing**

We process candidate data in accordance with data protection legislation on the following bases:

- Legitimate interests in recruiting suitable individuals
- To take steps prior to entering into a contract
- To comply with legal obligations
- Consent, where required (for example, to retain your details for future opportunities)

### **Sharing your information**

We may share your data with trusted third parties where necessary, including:

- Recruitment systems providers (Applicant Tracking Systems)
- Background screening providers (e.g. DBS)
- Referees and previous employers

We ensure all third parties process your data securely and in accordance with applicable data protection laws.

### **Data retention**

If your application is unsuccessful, we will retain your personal data for a limited period (typically up to 12 months) after the recruitment process, unless you agree to a longer retention period.

If your application is successful, your data will become part of your employment record.

### **Your rights**

You have the same rights in relation to your recruitment data as outlined elsewhere in this privacy policy, including the right to access, correct or request deletion of your personal information.



### **How will we use the information about you?**

We collect information about you to process your order, manage your account and, with your consent, to email you about other products and services we think may be of interest to you. We will only process your personal data for legitimate purposes as set by the General Data Protection Regulations (from 25th May 2018).

A Wilderness Way Ltd will not share your information for marketing purposes with other companies, we will only share your details with organisations when necessary in order to fulfil our service to you and where the privacy and security of your data is assured. In processing your order, we may send your details to, and also use information from credit reference agencies and fraud prevention agencies.

### **Marketing**

We would like to send you information about our products and services and other companies in our group which may be of interest to you. If you have consented to receive marketing, you may opt out at a later date. You have the right at any time to stop us from contacting you for marketing purposes.

### **Access to your information and correction**

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email [office@awwLtd.com](mailto:office@awwLtd.com) for the attention of the Data Officer. We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

### **Cookies**

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity.

For further information visit [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org). You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser. However in a few cases some of our website features may not function as a result.

### **Other websites**

Our website contains links to other websites. This privacy policy only applies to our website you link to other websites you should read their own privacy policies. We are not liable for the information provided through these links.

### **Changes to our privacy policy**

We keep our privacy policy under regular review and we will place any updates on this web page. This privacy policy was last updated on 11th May 2018. We are required by law to provide any information we hold to fraud agencies, the police or government agencies when summoned to do so.

**How to contact us**

Please contact us if you have any questions about our privacy policy or the information we hold about you:

By email: [office@awwltd.com](mailto:office@awwltd.com)