



FitFlop Privacy Policy – Job Applicants

As part of any recruitment process, FitFlop collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

Who we are and how to contact us

FitFlop Limited is a “data controller”. This means we are responsible for deciding how we hold and use your personal information.

We have a data privacy team which is responsible for this privacy policy. If you have any questions about this privacy policy, including any requests to exercise your legal rights or any feedback please contact the data privacy team using the details below:

- Email address: Sian Brown, Head of People at people@fitflop.com
- Postal address: 4th Floor, Foundry Building, 2 Smiths Square, London W6 8AF. Attention: Data Privacy Team

What information do we collect?

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

- 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 and expected remuneration package
- Information about your entitlement to work in the UK

FitFlop may collect 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.

We may also collect personal data about you from third parties, such as recruitment agencies or references supplied by former employers. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

Data will be stored in a range of different places, including on your application record, our HR Information System (if you become an employee) and on other internal IT systems.

Why does FitFlop process personal data?

We need to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you.

In some cases we need to process data to ensure that we are complying to its legal obligations for example it's mandatory to check a successful applicant's eligibility to work in the UK before employment starts

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

FitFlop may process special categories of data such as information about ethnic origin, sexual orientation or religion or belief to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out its obligations and exercise specific rights in relation to employment.

We do not envisage that we will process information about criminal convictions.

If your application is unsuccessful, FitFlop may keep your personal data on file for 12 months after the job you were being considered for is filled, in case there are future employment opportunities for which you may be suited. We will ask for your consent before we keep your data for this purpose and you are free to withdraw your consent at any time.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, 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.

We will not share your data with third parties unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you.

For UK and EU based roles, we do not transfer personal data outside of the EU. Where roles are based outside the EU, we may transfer personal data outside of the EU to other entities in our group of companies. We have in place measures, including binding corporate rules, to ensure this personal data is treated in a way that is consistent with EU laws.

How does FitFlop protect data?

We take the security of your data seriously. We have internal policies and controls in place to ensure your data is not lost, accidentally destroyed, misused or disclosed and is not accessed except by our employees in the proper performance of their roles.

How long does FitFlop keep data?

If your application for employment is unsuccessful, we will hold your data on file for 12 months after the end of the relevant recruitment process. At the end of that period, your data is deleted or destroyed. You will be asked when you submit your CV whether you give us consent to hold your details for the full 12 months in order to be considered for other positions or not.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your HR file (electronic) and retained during your employment. The periods for which your data will be held will be provided to you in a new 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 the organisation to change incorrect or incomplete data
- Require the organisation to delete, restrict or stop processing your data
- Object in the processing of your data where FitFlop is relying on its legitimate interests as the legal ground for processing
- Withdraw your consent to us processing your information for the purposes of the recruitment exercise

If you would like to exercise any of these rights, please contact Sian Brown, Head of People at people@fitflop.com

If you believe that the organisation 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 FitFlop during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

Automated Decision Making

None of our processes are based solely on automated decision making.