



## Tailsco Ltd ("tails.com") Candidate Data Privacy Policy

This policy explains the types of personal information tails.com collects and how we use, disclose and protect that information.

Changes to the privacy policy: This version came into effect on 25 May 2018.

### What does this Privacy Policy apply to?

It applies to personal information collected by tails.com in connection with our application process. This includes information collected through our online application process, through third party recruitment agencies or recruitment related platforms.

### Your consent

By applying for a vacancy at tails.com and submitting your information through our site, you are consenting to tails.com collecting, using and disclosing your personal information in accordance with this Privacy Policy. If you do not agree to the collection, use and disclosure of your personal information in this way, please do not submit your information.

Tails.com will only collect, use or disclose your personal information where it is fair and lawful to do so.

### What information do we collect?

With "personal information" we mean information or pieces of information that could allow you to be identified. This typically includes information such as your name, address, email address, and telephone number, but can also include other information related to your application. We only collect information that we need in order to evaluate your application at tails.com.

### How do we use your personal information?

We primarily use your personal information to evaluate your suitability for the role you apply for and contact you (through email or phone) in case we wish to proceed with your application. We also reserve the right to send you surveys, asking questions about your experience of interviewing at tails.com, or contact you if we think you are suitable for another vacancy at tails.com.

We store your application in our recruitment system for 15 months. If you wish to be erased from our database or not be contacted for other suitable roles, please contact [careers@tails.com](mailto:careers@tails.com) and request your information to be deleted. However the effective data will be 6 months after application date, as unsuccessful applicants have up to 6 months in which to bring a discrimination claim against tails.com, and in such circumstances we will need the candidate data to defend any potential claim.

### Who do we share your personal information with?

Your information will be stored in a third-party Recruitment system (Recruitee). If you have any questions about how Recuitee stores and process data, please contact Recuitee support team on [sales@recuitee.com](mailto:sales@recuitee.com).

Your personal information will be accessible by tails.com People Team (HR) and other parties who are part of the hiring process in relation to your specific application. We will not share your personal information with companies, organisations or individuals not connected with tails.com.

### Safeguarding your personal information



We take all reasonable precautions to keep your personal information secure and require any third parties that handle or process your personal information for us to do the same. Access to your personal information is restricted to prevent unauthorised access, modification or misuse and is only permitted among our employees and agents on a need-to-know basis.

#### Your privacy rights and who to contact

If you have any questions, comments or concerns about how we handle your personal information, then please contact us on [careers@tails.com](mailto:careers@tails.com).

You have the right to tell us if you:

- would like a copy of the personal information which we hold about you
- would like us to correct, update, or delete your personal information in our records
- wish to report any misuse of your personal information

To assist us in dealing with your request, please provide your full name, contact information and what change request you have.

#### Changes to our Privacy policy

We may change this policy from time to time by posting the updated version on the tails.com career site. We encourage you to visit frequently to stay informed about how we use your personal information.

#### Other tails.com Privacy policies

In addition to this privacy policy, there is a specific tails.com customer related policy which is available on our website.