

## **CANDIDATE PRIVACY POLICY**

Project Imagine Ltd (“we”, “our”, “us”) operate under the trading name Dozens.

If you’re reading this because you’re applying, or you’ve applied, for a job with us, we wish you every success and hope to see you onboard soon!

At Dozens, we believe in people and the talent they bring with them. It makes us what we are. With that in mind, we’re committed to respecting your privacy and protecting your personal information.

This candidate privacy policy (“Candidate Privacy Policy”) explains what personal information we collect when you apply for a job at Dozens and how we use it.

### **The information we collect about you**

When you apply for a job or let us know you’re interested, we may ask for or receive:

- Your name and contact details
- Information about your work history, all the amazing things you’ve achieved and other experiences
- The country you’re applying from and your right to work in the UK
- Your responses to questions we ask
- Other information that you provide us that is relevant to your application

We may also gather other information about you from third parties, including:

- Recruitment or executive search agencies
- Professional networking sites or other public sources
- Background checking agencies
- Referees that you nominate

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

We will only use your data for one of the following legal reasons, including:

- Contractual duty – where we need the information to process your application to enter into a contract with you
- Legal duty – when the law says we must collect the information to decide if we can enter into a contract with you
- Legitimate interest – when we need to use your data for our legitimate interests, or those of a third party. For example, running our recruitment processes or considering you for other roles in the business
- We have your consent

### **How we share your data**

Your data will only be shared with third parties in the following limited instances:

- Companies that help us recruit
- References, if your application is successful
- If legally required by our regulator, the FCA
- Public bodies
- As necessary, consultants and legal advisors

### **How long do we keep your data?**

If your application is unsuccessful, we will keep your data for up to two years after we close the hiring process. This is to allow us to consider you for other similar roles or in case we face a legal challenge about our decision.

If your application is successful, and you accept an offer of employment from us, we may keep pre-employment data as part of your permanent records for up to two years.

### **How we store your data**

For more information on how we store your data, please refer to our general privacy policy here <http://www.dozens.com/privacy-policy>.

### **Your rights**

For more information on your data protection rights, please refer to our general privacy policy here <http://www.dozens.com/privacy-policy>.

### **Contact us & complaints**

We welcome any questions you may have regarding this Candidate Privacy Policy and your personal data. Alternatively, if at any point, you wish for us to remove the information we have collected or share it with you, please do let us know. You can contact us at [hello@projectimagine.com](mailto:hello@projectimagine.com).

You also have the right to make a complaint at any time to the Information Commissioner's Officer (ICO), the UK Supervisory authority for data protection issues ([www.ico.org.uk](http://www.ico.org.uk)). We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.

**By submitting your personal data to us, you acknowledge that you have read and understood this Candidate Privacy Policy and agree to the use of your personal data as set out herein.**

Well, that's it. Thank you for reading this through, and just as importantly, thank you for showing an interest in working with us. Good luck, we hope to be speaking with you soon!