

## **Privacy Notice**

Wolfestone acts as a data controller for personal data you provide to us of your own accord as a prospective supplier.

### What we do with your data

The data that is within your CV and accompanying email is stored within our email system on the grounds of legitimate interest until we get in touch with you to begin the supplier registration process.

We do not extract, copy or save the data from the CV or accompanying email unless we plan to begin the supplier registration process, in which case we will send you a separate privacy notice explaining how your data will be processed.

No other Third Parties have access to your data unless the law allows them to do so.

We have a Data Protection regime in place to oversee the effective and secure processing of your personal data. More information on this framework can be found on our website.

### What is the source of your data

We are only collecting data provided by you. We are not collecting data about you from any other sources.

### How long we keep your data

We keep the data contained in the CV and accompanying email for 12 months following receipt of the email and CV on the grounds of legitimate interest.

If within 12 months we have not contacted you to begin the supplier registration process, we will securely delete the email and the attachment.

### What are your rights

If at any point you believe the information we process on you is incorrect you can request to see this information and have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact us to have the matter investigated. Please see our Subject Access Request page on our website for more information:

<https://www.wolfestone.co.uk/subject-access-request-policy/>

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office

<https://ico.org.uk/>