



## Employee Privacy Statement

At Hotelplan Limited (Inghams, Ski Total, Esprit, Santa's Lapland, Workaseason) we recognise the importance of protecting and respecting the privacy of information collected from prospective, current and past employees.

In order to recruit and manage your employment with us, we have described below how the information that you disclose to us will be held, what it will be used for, and details of our data protection policy.

We collect personally identifiable information, such as names, addresses, telephone numbers and email addresses when voluntarily provided by you when you apply for a job directly, via a friend or family referral, an Agency or via a Job board that you have submitted this information to. Any personal information of this category will only be processed for recruitment or resulting employment and with your permission. To the best of our ability, we will ensure that our business partners are compliant with Data Protection as either data controllers and/or data processors.

By opting to share your personally identifiable information with Hotelplan Limited, you agree that we may use the information you have given in the following way:

All personal information will be stored in line with data retention statutory guidelines pre, during and post-employment. Any processing of personal information after employment has ended will be in line with continuing Scheme memberships such as Pension funds. While it is unlikely, we may be required to disclose your information by court order or to comply with other legal or regulatory requirements. We will use reasonable efforts to notify you before we do so, unless we are legally restricted from doing so.

Your information will be held on a database within the European Economic Area (EEA). Hotelplan Limited, Mountain House, Station Road, Godalming, Surrey GU7 1EX will collect your information as controller and processor of the database. We will always employ appropriate technical security measures to protect your personal information and to ensure that it is not accessed by unauthorised persons.

You have the right to access your information or request that is amended or removed by emailing [dataprivacy@hotelplan.co.uk](mailto:dataprivacy@hotelplan.co.uk) or writing to Nicky Lyle, HR Director at Hotelplan Limited, Mountain House, Station Road, Godalming GU7 1EX.

We aim to deal with your request within ten working days of its receipt.

Information on the customer privacy policy can also be found on our website pages.

Should you have concerns about the way your personal information is handled you can contact The Information Commissioner's Office <https://ico.org.uk/>.