

ASOS RECRUITMENT: CANDIDATE PRIVACY NOTICE

PROTECTING YOUR PRIVACY

At ASOS, we are 100% committed to protecting the privacy and security of all candidates who apply for a role with us. If you have any questions about how we protect your privacy, drop us a line at dataprotection@asos.com.

HOW WE USE YOUR INFORMATION

We use your information in several different ways — what we do depends on the information. The tables below explain what we do, why we do it and the legal reasons for it.

INFORMATION WE COLLECT AUTOMATICALLY ABOUT VISITORS TO OUR SITE

When you visit our site, we collect and store certain information automatically about your device and how you use the site. This information will include the content you view and features you access, the web pages you view immediately before or after visiting our site, how you interact with content on our site, the date and time of your visit and the search terms you enter, the type of device you are using, the operating system and version, your IP address, your general geographic location as indicated by the IP address and your browser type. We also collect information using browser cookies and similar technologies (together, “Cookies”), for information about how we use Cookies, please see our [Cookie notice](#).

INFORMATION WE COLLECT ABOUT CANDIDATES

Your name, email address, phone number and, if you choose to give it to us, your address

We will ask you for this information when you upload your application.

What we do	Why we do it	Why we need to do it (the legal stuff!)
We use this to manage your application and contact you about it	We need to know who you are and how to contact you.	We are considering entering into an employment contract with you
We also use it to offer successful applicants a role	If we don't have your contact information, we won't be able to offer you the job – which is kind of the whole point!	We are considering entering into an employment contract with you

Your CV

We will ask you to upload a copy of your CV when submitting your application.

What we do	Why we do it	Why we need to do it (the legal stuff!)
We use your CV to find out more about you	So that we can assess your application and decide	We are considering entering into an employment contract with

qualifications, education and work experience.	whether to offer you an interview.	you.
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Additional details of your work experience, education and skills (if you choose to provide these)

If you would like to, you can give us more information about your work experience, education and skills, in addition to uploading your CV.

You do not have to provide any of this additional information and it will not affect your application if you choose not to.

You can tell us about:

- your previous role(s) (job title, company name, location, dates you were employed and a role description)
- your education and qualifications (the degree level, field of study, results and dates)
- your skills and why you'd be great for the role

What we do	Why we do it	Why we need to do it (the legal stuff!)
We use this information to find out more about your qualifications, education and work experience.	So that we can assess your application and decide whether to offer you an interview.	We are considering entering into an employment contract with you.

Information from social media or websites you link to us

If it is relevant to your application, you may choose to provide us with a link to your website or social media account.

What we do	Why we do it	Why we need to do it (the legal stuff!)
Where you provide us with your website or social media details, we will use this to find out more about your skills.	So that we can assess your application and decide whether to offer you an interview.	It is important for our business to make decisions about candidates based on all the information you choose to provide.

How you heard about us

We may use information from your browser to indicate that you have been referred to us from another website (such as LinkedIn). Otherwise, we will ask you how you heard about the role (for example: from a friend).

What we do	Why we do it	Why we need to do it (the legal stuff!)
We use this information to improve our recruitment strategy.	So that we can find the best candidates to fill our roles. Knowing how you heard about the role helps us identify the best channels to advertise opportunities at ASOS.	It's important for our business to have a good recruitment strategy and make our roles visible to as many potential new ASOSers as possible.

Your date of birth, national insurance number, gender and passport (if you are successful)

We will only ask you for this information if you are successful, as part of our onboarding process for new ASOSers.

What we do	Why we do it	Why we need to do it (the legal stuff!)
We check your nationality and right to work. We share these details with our payroll service provider.	So that we can get you set up on our payroll systems and conduct right to work checks. If we don't, we can't pay you!	It's an important part of our contract with you, and we need it to meet our legal obligations.

Your photograph (if you are successful)

We will only ask you for this information if you are successful, as part of our onboarding process for new ASOSers.

What we do	Why we do it	Why we need to do it (the legal stuff!)
If you are successful we will take a photograph of you on your first day.	We will put your photograph on your security pass, to help us identify you and keep you safe.	We need to meet our legal obligation to protect our ASOSers and it's in our interests to protect ASOS property.

Your history with us

Your previous applications and contact history with our recruitment team.

What we do	Why we do it	Why we need to do it (the legal stuff!)
We keep a record of your application and whether you were successful	So we can identify who has applied for roles with us in the past, for statistical analysis and to train our staff.	It's important for our business to know who has applied for roles with us in the past. We also need this to meet our legal obligations, in case there is a claim relating to your application.

We match data against historical applications	To understand whether you have applied for jobs with us in the past	It is important for our business to understand this
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DIVERSITY, EQUITY AND INCLUSION DATA

At ASOS, we believe everyone should have the confidence to be whoever they want to be; to always feel respected, valued and be an important part of our ASOS family. We want our world to reflect the diverse customer base that we're so proud of. If you choose to do so, you can tell us your ethnicity, sexuality information and other information for diversity and inclusion purposes. The information collected will be used in an anonymised and aggregated way to help inform initiatives that support ASOS' vision.

If you are invited to an interview or are successful, we may also use the information to offer additional support to those who could potentially benefit from it. For example, we could offer workplace adjustments to someone who discloses a disability, or we may offer support to someone who is transitioning gender.

Your **age range, disability, gender identity, pronouns, race & ethnicity, religion and sexual orientation**, if you choose to share it (we will ask you for this information when you upload your application).

What we do	Why we do it	Why we need to do it (the legal stuff!)
Diversity, Equity and Inclusion monitoring	To support the wellbeing of everyone and to protect potential ASOSers from discrimination, harassment and victimisation.	We will only collect this information if you choose to share it with us but it is important to us to ensure ASOS is a diverse, inclusive and welcoming place for all to work. We also need this to comply with our legal obligations.
Offer support to anyone with a disability.	To make reasonable adjustments to your interview, or workspace if you are successful, with your agreement.	To ensure we comply with our legal obligation and offer support to anyone with a disability.

Aggregated and anonymised Diversity, Equity and Inclusion Data may be used internally or externally as part of our company reporting obligations (e.g. gender or diversity reporting).

SHARING YOUR INFORMATION

We do not, and will not, sell any of your personal data to any third party.

We do share your data with the following categories of companies as an essential part of managing your application and offering roles to successful candidates:

- Companies in the ASOS group, because sometimes different bits of our group are responsible for different activities.
- Professional service providers, such as the company that handles applications, onboarding of successful applicants and payments to them; recruitment agencies; and criminal records bureaus – they may ask for additional information to carry out their services.
- Companies which advertise roles for us on their platforms, such as LinkedIn.
- Members of ASOS staff who have referred you for the role via our Refer a Friend scheme.

YOUR INFORMATION AND COUNTRIES OUTSIDE EUROPE

ASOS is a global business with operations inside and outside of the United Kingdom and we use suppliers located across the world. Some of these locations will not offer the same level of protection for your personal data as the UK, but if we transfer your information to one of these locations we will take steps to ensure that your data and rights are protected through methods approved within the relevant Data Protection laws. Please contact us if you would like further information about the steps we take.

KEEPING YOUR INFORMATION

Even if your application is not successful, in most situations, we will retain your information for 12 months after we have made a decision about your application. If you are applying for a role in Ireland, we will retain your information for 24 months after we have made a decision about your application. We are required to do this in order to meet our legal or regulatory requirements, prevent fraud or enforce our contractual rights.

We will also retain some data in completely anonymous form – you will not be identifiable from any of this information. We will use this to produce reports and statistics on our recruitment activities. It is important for the growth of our business to understand how our recruitment strategies are working.

If your application is successful, we'll process your personal data under the terms of our Employee Privacy Notice, which we'll share with you when you join us.

YOUR RIGHTS

You have a lot of rights relating to your personal information.

These are:

- The right to be informed about how your personal information is being used (like this notice!)
- The right to access the personal information we hold about you
- The right to request the correction of inaccurate personal information we hold about

you

- The right to request that we delete your data, or stop processing it or collecting it, in some circumstances
- The right to stop direct marketing messages
- The right to withdraw consent for any consent-based processing at any time
- The right to request that we transfer or port elements of your data either to you or another service provider
- The right to complain to your data protection regulator — in the UK, the Information Commissioner's Office

If you want to exercise your rights, have a complaint, or just have questions, please contact us, as a starting point, we have one month in which to respond to you. Our contact details are at the end of this Policy.

THIS STATEMENT COVERS...

For the purposes of data protection law, the following entities are covered by this statement (depending on the location of the vacancy for which you have applied):

- ASOS Australia Pty Limited; or
- ASOS GERMANY GmbH; or
- ASOS US, Inc.; or
- ASOS US Sales LLC; or
- ASOS.com Ltd (Hong Kong); or
- ASOS.com Ltd (Turkey)

HOW TO CONTACT US

If you have any questions or feedback about this notice, want to exercise any of your rights as set out above, or have a complaint, please don't hesitate to contact our Customer Care team, who will be happy to answer any questions you may have.

You can contact our privacy team by dropping us a line at dataprotection@asos.com