



## **Recruiting GDPR & Privacy Policy**

### **WHY DO WE HAVE A PRIVACY POLICY?**

MUZE Hotels is committed to privacy for everyone who accesses the Website. Under the Data Protection Act 1998, we must comply with certain requirements which are designed to ensure that any Data you provide to us is processed with due care and attention.

### **WHAT SORT OF DATA DO WE COLLECT?**

MUZE Hotels collects personal Data about you to help in the Recruitment Process. This Data consists of information including your name, address, e-mail address, work and education history and your responses to and the results of assessments administered through the Website, plus details of your eligibility to work.

We also collect information in the aggregate to provide us with a better understanding of the Users of our Website as a group, their browsing patterns and preferences. This Aggregate Data, does not contain personally identifiable information.

### **WHY DO WE PROCESS THIS PERSONAL DATA?**

We process this Personal Data as necessary to aid the Recruitment Process and provide our services to you and to market products and services to you as well as advise you of news and industry updates, events, promotions and competitions (where we do use your information to market further products and services to you, you will be able to unsubscribe from such communications).

We may also use Aggregate Data to help us understand our Users as a group so that we can provide you with a better service and provide targeted advertising on our website as well as third party websites when these are visited by registered Users of the Website.



### **WHY DO WE COLLECT AND PROCESS SENSITIVE PERSONAL DATA?**

We collect and process Sensitive Personal Data only so far as is necessary and in compliance with all applicable legislation. By using the Website and by registering your details with us, you consent to us collecting and processing Sensitive Personal Data supplied by you and disclosing this information to prospective employers and clients in connection with the Recruitment Process.

### **DO WE PASS DATA TO THIRD PARTIES?**

We may pass Personal Data to Third Parties that help us to process Personal Data, to prospective or intended employers or customers for the purpose of recruitment. We may also pass Aggregate Data to social media providers like Facebook or carefully selected Third Parties to help us deliver content which is targeted to your preferences.

### **HOW IS THIS DATA SAFEGUARDED?**

The security of your Data is extremely important to us. Access to your Personal Data is only provided to our staff and Third Parties who help us to process data, to prospective employers or customers in order to help with the Recruitment Process.

### **HOW DO WE LET YOU KNOW IF OUR POLICY CHANGES?**

Any policy changes, either due to business reasons or future changes in legislation, will be posted on this page and, if substantial, may be promoted on the Website or through e-mail notification.

### **WHAT ARE 'COOKIES' AND WHY DO WE USE THEM?**

'Cookies' are ways of saving a small amount of personal information. We use cookies to save information about what type of job or course you're looking for. This allows easy access to our site, with recommendations that are relevant to you. If you would like more information about cookies, go to the Website all about cookies. 'Cookies' are ways of saving a small amount of personal information.

### **HOW DO YOU REMOVE YOUR NAME FROM THE DATABASE?**

You can contact us to request for your account to be closed at any time, which will be confirmed by Muze Hotels within 48 hours of your request.



## HOW DO YOU UNSUBSCRIBE FROM FUTURE MAILINGS?

If you have a MUZE Hotels candidate account, you can stop receiving emails by updating your contact preferences.

**BrownHouse Management GmbH**  
**Ellerstr. 138**  
**40227 Düsseldorf**

## TERMINOLOGY

**Aggregate Data** - this is when all data is collected and processed as a total to enable us to look at such information as demographic and geographic trends, so that we can try to produce a better service in the future. This data is not personally identifiable data.

**Data** - information which is being processed by equipment operating automatically in response to instructions given for that purpose, is recorded with the intention that it should be processed by means of such equipment, is recorded as part of a relevant filing system or with the intention that it should form part of a relevant filing system or forms part of an accessible record.

**Data Protection Act 1998** - this is the act of Parliament which set out principles relating to the use of data to ensure that the rights of the person who is the subject of the data are protected under the law.

**Personal Data** - data which relates to a living individual who can be identified from those data, or from those data and other information, which is in the possession of, or is likely to come into the possession of, MUZE Hotels.

**Privacy Policy** - this statement by Muze Hotels which explains the ways that we try to protect our Users' privacy.

**Recruitment Process** - the process of gaining employment and recruiting new staff and the ongoing administrative process involved once a user has gained employment or recruited new staff.

**Sensitive Personal Data** - personal data consisting of information as to the racial or ethnic origin of the data subject, political opinions, religious beliefs or other beliefs of a similar nature, membership of a trade union, physical or mental health or condition, sexual life, the commission or alleged commission of any offence or any proceedings related to any offence.



**Third Parties** - these are companies and people other than Muze Hotels and the group of companies of which it is part.

**Users** - people who use our website and register their details with us for the purposes of recruitment, either to gain employment or for the purposes of recruiting new staff.

**Website** – MUZE Hotels website and/or mobile device application.