

Wonderful Recruitment & Development Privacy Notice

We do our best to ensure your experience working with us is as wonderful as possible and that means we take your personal data seriously. This privacy notice tells you, our candidates and our clients, what to expect from us with regards to your personal information. This privacy notice explains how we collect, use, and look after your personal information when you use our services.

Wonderful Recruitment & Development (a trading name of The Wonderful Ideas Project Ltd) processes personal data in strict compliance with the Data Protection Act 2018 (DPA 2018), the UK General Data Protection Regulation (UK GDPR), and any other applicable UK data privacy legislation. We are registered as a data controller with the Information Commissioner's Office (ICO) under registration number ZB447138 .

Who we are

Wonderful Recruitment & Development (a trading name of The Wonderful Ideas Project Ltd) is based at Unit 3, Marvan Court, 1 Waldegrave Road, Teddington TW11 8LZ. We are a recruitment, development, and training organisation. We provide permanent and fixed-term contract recruitment services to businesses looking to recruit staff and we bring training and development solutions to businesses and their teams.

To whom this privacy notice applies and what it covers

This privacy notice applies to the following users of our services:

- Candidates
- Clients (including attendees of training sessions)
- Website users

In this privacy notice, we will explain to you:

- Which information we collect, use, and why.
- Under which lawful bases and data protection rights we hold and use your data.
- How we obtain personal information.
- How long we keep your information.
- With whom we might share your information.
- How we keep your information safe.

Which information we collect, use, and why

For recruitment purposes we collect or use information as follows:

Candidates: we may collect personal information, including contact details (e.g. name, address, telephone number, personal email address); employment history; education history (e.g. qualifications); right to work information; salary information; information which we may record relating to our work with you, including but not limited to records of roles and interviews for which we have represented you. We may also collect information related to your health or relating to additional needs or equal opportunities. We will only collect and use sensitive information about health, additional needs or diversity with your explicit consent. We may also process your data using secure AI-powered tools to help us review, summarise, or present candidate information more efficiently. These tools operate under our direct control and do not retain or use your data for any other purpose. Please see below for more information.

Clients: we may collect and use personal information, including contact details (e.g. name, professional email address and telephone number); job title; records of meetings and decisions; service history; records of training events; any other information required to comply with legal obligations.

Website users: our website may use cookies and we will only collect and use the information necessary to improve your experience when using our website. This may include how, when and how often you visit us. Types of cookies that we may use are:

Strictly necessary cookies: these cookies are required to enable your visit to the site and to navigate between pages and use the features of our website.

Performance cookies: these cookies do not collect any personal information, they are anonymous and record statistical information about how visitors navigate our website. They help us to improve how our website functions and will allow us to make future improvements to visitor experience.

All browsers have the functionality to allow users to block cookies from specific sites or to block cookies from all sites, as well as allowing the user to delete all cookies from their hard drive. Please refer to your browser's help facility.

How We Use Artificial Intelligence (AI) and Human Oversight

We use vetted, closed-system third-party AI tools solely to support administrative tasks such as transcribing meetings, summarising call notes and creating initial drafts.

No Automated Decision-Making or Profiling: we never use AI tools to evaluate candidates, assess suitability, rank applications, or make recruitment or hiring decisions.

Human connection and judgment remain at the core of our business: every AI-generated draft is checked, verified, and refined by at least two human team members for quality, factual accuracy, and fairness before it is acted upon or shared outside our organisation.

Lawful bases and data protection rights

Our lawful bases for collecting or using personal information for recruitment purposes are:

Consent: we will always gain permission verbally or in writing from candidates before sharing your name, contact details or sensitive personal information with a client. Before we submit your full application for a role we will ensure we have permission from you after providing you with all relevant information. To be clear, you do have the right to withdraw your consent at any time.

Contract: in the case of a job offer, we may have to share certain information with a client in order that they can enter into or carry out a contract with you. All of your data protection rights may apply. Providing your personal data and Right to Work documentation is a contractual requirement necessary for us to introduce you to employers; if you choose not to provide this, we will be unable to represent you.

Legitimate interests: we're collecting or using your information because it benefits you, your organisation, our organisation or someone else, without causing an undue risk of harm to anyone.

Our legitimate interests are:

- We may process and use personal information when we have information and services to share which are aligned with the interests of job seekers and could provide them with opportunities for employment.
- We may share redacted or anonymised information with clients when an opportunity is aligned with the interests of job seekers and could provide them with opportunities for employment.
- We may collect and use information to ensure hiring managers and job seekers are fully informed of our services which could directly benefit their hiring process, job search, or training needs.

Your Data Protection Rights: under UK data protection law, you have rights, of which we want to ensure you are fully aware. Your rights depend on the lawful basis we use to process your data, but generally include what is outlined below. You can find out more

about your data protection rights and the exemptions which may apply on the ICO's website.

- **The Right of Access:** you have the right to request copies of your personal data. This service is provided free of charge, unless your request is manifestly unfounded or excessive.
- **The Right to Rectification:** you have the right to ask us to correct or complete any information you believe is inaccurate.
- **The Right to Erasure:** you have the right to request that we erase your personal data under certain conditions.
- **The Right to Restrict Processing:** you have the right to request that we limit how we use your personal data.
- **The Right to Object:** you have the right to object to our processing of your personal data at any time where we rely on Legitimate Interests or use your data for Direct Marketing.
- **The Right to Data Portability:** you have the right to ask that we transfer the data we have collected to another organisation, or directly to you, where we process your data based on Consent or Contract.
- **The Right to Withdraw Consent:** where our processing is based on your explicit consent, you have the absolute right to withdraw your consent at any time. Withdrawing consent will not affect the lawfulness of any processing carried out before your withdrawal.

If you make a request, we must respond to you without undue delay and in any event within one month. To make a data protection rights request, please email us directly at info@wonderfulideasproject.com.

How we obtain personal information

We obtain information from the following places:

- Directly from you e.g. the information you share with us when you start your job search and throughout the recruitment process when working with Wonderful.
- Through publicly available sources e.g. LinkedIn, Job Boards, CV libraries.
- By reference or word of mouth from a friend, colleague or current employer.

How long we keep your information

We only retain personal data for as long as is necessary to fulfill the purposes for which it was collected, including satisfying any legal, accounting, or reporting requirements. We operate exclusively as a permanent and fixed-term contract introduction agency (where

candidates are placed directly onto the employer's payroll) and we do not run a temporary worker payroll or retain weekly timesheet and tax data.

We apply the following criteria to determine our retention periods:

Unplaced & Unsuccessful Candidates: we retain your CV, contact details, and career preferences for a maximum of 18 months from our last meaningful contact to assist you with future career opportunities. However, if you enter a formal client interview or application process and do not secure the role, we will securely archive your specific application history, client feedback, and correspondence for a minimum of 1 year from the end of that process. This is necessary for our legitimate interests to protect our business legally and prove compliant, non-discriminatory practices in the event of a legal dispute.

Placed Candidates: where we successfully introduce you to a client who employs you directly, we retain records of the introduction and basic placement details for 6 years following the placement date to manage our commercial client terms and address any potential contractual introduction disputes under the UK Limitation Act 1980.

Right to Work & ID Verification Documents: documents collected to verify your identity and eligibility to work in the UK are retained for a maximum of 2 years post-introduction to satisfy statutory checks and compliance audits.

Client & Vendor Records: commercial contact details, meeting records, and service histories are maintained for 6 years from the end of our active business relationship.

Financial & Invoice Data: invoices issued to clients for successful permanent or fixed-term placements are retained for 6 years from the end of the financial year in accordance with UK tax laws (Taxes Management Act 1970).

With whom we share your information

Candidates: we share your personal information with organisations which have positions to fill, in order for the organisation to assess your suitability for a role.

Clients: we may share your information with candidates during the course of our working on a recruitment process together.

Services which we use for data storage and data management, including our Content Management System provider, email and file storage hosting service etc. are considered data processors of your personal data. These data processors would not typically access your data.

We may also have to share your information with other third party organisations if we are under a duty to disclose your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms of use which includes exchanging information with other companies and organisations for the purposes of fraud protection.

International Data Transfers

We store and process your data primarily within the UK and the European Economic Area (EEA). However, some of our third-party service providers (such as cloud storage providers, IT hosts, or software applications) may host or access data outside the UK or EEA. Whenever we transfer your data internationally, we ensure a similar degree of protection is afforded to it by ensuring at least one of the following safeguards is implemented:

- We transfer data to countries that have been deemed to provide an adequate level of protection for personal data by the UK Government.
- We use specific Standard Contractual Clauses (SCCs) or the UK International Data Transfer Addendum (IDTA) approved for use in the UK, which give personal data the same protection it has in the UK.

How we keep your personal information safe

The security of your data is important to us and we have measures in place to protect any data we hold from unauthorised access or misuse, including training our staff in best practice. All data is stored in password protected and encrypted systems.

Changes to this Privacy Notice

From time to time we may make changes to our privacy notice. Please check back regularly to see any updates or changes to this document.

Equal opportunities

We are an equal opportunity business and committed to diversity. All job applicants and members of staff will receive equal treatment and not be discriminated against on the grounds of gender, marital status, race, ethnic or national origin, nationality, disability, sexual orientation, pregnancy, maternity, religion or age.

Law and Jurisdiction

This privacy information notice is subject to the laws of England, and the non-exclusive jurisdiction of the English Courts. If you are domiciled in Scotland, Wales or Northern Ireland it can be enforced in your local court system.

Contact us:

If you have any questions about our use of your personal data, please contact us on info@wonderfulideasproject.com

To make a complaint about our use of your data, please contact us on info@wonderfulideasproject.com and we will respond to you within 30 days and without undue delay.

If you consider that we have not acted properly when using your personal information you can also contact the Information Commissioner's Office: <https://ico.org.uk/>

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