

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. In using our services, you agree to your personal information being collected and used in the manner set out in this notice.

The Wonderful Ideas Project is registered under the Data Protection Act 1998 and any subsequent UK legislation resulting from EU General Data Protection Regulations (GDPR) and adheres to its strict code to protect your personal information.

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 interim 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 our [Wonderful AI Fact Sheet](#) 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.

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. All of your data protection rights may apply, except the right to object. 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, except the right to object.

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. All of your data protection rights may apply, except the right to portability. 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.

Upon which lawful basis we rely for collecting and using your personal information may affect your data protection rights, outlined below. You can find out more about your data protection rights and the exemptions which may apply on the ICO's website:

- **Your right of access:** you have the right to ask us to carry out a reasonable and proportionate search to provide you with copies of your personal information held by Wonderful. You can request other information such as details about where we obtain personal information and with whom we share personal information. There are some exemptions which mean you may not receive all the information you ask for. This is also known as making a subject access request or SAR. We'll normally respond at the latest within one calendar month of receiving your request. There

may be times where we need longer or we may need to charge a reasonable fee for admin costs. We'll let you know if this is the case.

- **Your right to rectification:** you have the right to ask us to correct or delete personal information you think is inaccurate or incomplete.
- **Your right to erasure:** you have the right to ask us to delete your personal information.
- **Your right to restriction of processing:** you have the right to ask us to limit how we can use your personal information.
- **Your right to object to processing:** you have the right to object to the processing of your personal data.
- **Your right to data portability:** you have the right to ask that we transfer the personal information you gave us to another organisation, or to you.
- **Your right to withdraw consent :** when we use consent as our lawful basis you have the right to withdraw your consent at any time.

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 contact us using the contact details at the end of this privacy notice.

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 information

We understand our legal duty to retain accurate data and only retain personal data for as long as required for our legitimate business interests and so far as you are happy for us to do this.

We will retain your data for a maximum of 18 months before seeking confirmation that you are happy for us to continue to hold your data. If we have successfully placed you either with one of our clients or you have been employed directly by us, we are required by law to hold certain data for a longer period to comply with our legal obligations such as Working Time, Right To Work, Pension, National Minimum / Living Wage, Tax, National Insurance and Agency worker Regulations.

We may archive part or all of your personal data or retain it on our financial systems only, deleting all or part of it from our main Customer Relationship Manager (CRM) system. Following a request for deletion or suppression of your data, we may anonymise parts of your data to ensure that we do not re-enter your personal data onto our database, unless requested to do so.

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.

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/>

Last updated 10th December 2025