



## Wrap Media Ltd. privacy notice policy

**Registered name:** Wrap Media Ltd.

This privacy notice tells you what to expect us to do with your personal information when you work for us.

- [Contact details](#)
- [What information we collect, use, and why](#)
- [Lawful bases and data protection rights](#)
- [Where we get personal information from](#)
- [How long we keep information](#)
- [How to complain](#)

### Contact details

Email: [enquiries@wrap-media.com](mailto:enquiries@wrap-media.com)

### What information we collect and use, and why

Staff recruitment, administration and management

We collect or use the following personal information as part of **staff recruitment, administration and management**:

- Contact details (e.g. name, address, telephone number or personal email address)
- Gender
- Copies of passports or other photo ID
- Copies of proof of address documents (e.g. bank statements or bills)
- Employment history (e.g. job application, employment references or secondary employment)
- Education history (e.g. qualifications)



- Right to work information
- Details of any criminal convictions (e.g. DBS checks)

## Lawful bases and data protection rights

Our lawful bases for collecting or using personal information as part of **staff recruitment, administration and management** are:

- **Consent** – we have permission from you after we gave you all the 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** – we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.
- **Legal obligation** – we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.

## Where we get personal information from

We collect your information from the following places:

- Directly from you
- Employment agency

## How long we keep information

We retain your data for a maximum of 12-months.

## How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.



The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

## **Last updated**

14 January 2025