

Frasers Group Privacy Notice (United Kingdom)

Sportsdirect.com Retail Limited is committed to protecting the privacy and security of your personal information. This privacy notice describes how Sportsdirect.com Retail Limited and its group companies ("Frasers Group", "us", "we") collect and use personal information about you during and after your working relationship with us. It applies to all employees, workers and contractors, regardless of which Frasers Group company you are engaged by.

Data protection principles

We will comply with data protection law. This says that the personal information we hold about you must be: (i) used lawfully, fairly and in a transparent way; (ii) collected only for valid purposes that we have clearly explained to you, and used only for those and compatible purposes; (iii) necessary and relevant to the purposes we have told you about and limited only to those and compatible purposes; (iv) accurate and kept up to date; (v) kept only as long as necessary for the purposes we have told you about; and (vi) kept securely.

The kind of information we hold about you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

The information we hold will include your contact details, identity and right to work documents, your image, your date of birth, diversity information, your next of kin and emergency contacts, your CV, references, financial information and information related to benefits, training records, performance and attendance information, and information about how you use our systems and equipment. It will also include information regarding your health and well-being and information relating to any criminal offences of which you have been accused or convicted.

We hold "special categories" of more sensitive personal data which require a higher level of protection, such as information about a person's health, religion or sexual orientation. We will also collect a "fingerscan" through the Kronos system. We do not record your fingerprint; rather the Kronos system identifies data-points and converts this into a binary code "fingerscan". This information is considered "biometric information" which is a special category of personal data and provided a higher level of protection.

Some of this special category information is provided in the normal course of the employment relationship and some is provided voluntarily. Regardless of the way we are provided with this information, it is all treated with a high level of protection.

How is your personal information collected?

We collect personal information about employees, workers and contractors through the application and recruitment process, either directly from candidates or sometimes from an employment agency or background check provider. We may sometimes collect additional information from third parties including former employers, credit reference agencies or other background check agencies or from publicly available resources.

We may also collect personal information from the trustees or managers of pension arrangements operated by a group company or in the course of job-related activities throughout the period of you working for us.

We will also collect and/or create personal information relating to you during the course of your working activities (including activities with the purpose of generating staff engagement and/or the external promotion of the business), our appraisal process and in connection with any disciplinary or other grievance with which you are connected.

How we will use information about you

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information:

To make recruitment, appointment, progression, remuneration and grievance/disciplinary decisions and to manage performance	in accordance with our legitimate interests and/or our legal obligations and/or with your consent
To pay you, deduct tax and National Insurance contributions (if appropriate) and administer any benefits to which you are entitled	in accordance with our legitimate interests and/or to perform our contract with you and/or because it is necessary to meet our legal obligations in the context of employment.
To identify and deliver education or training requirements	in accordance with our legitimate interests and/or our legal obligations
To assess your fitness to work and to comply with our health and safety obligations	in accordance with our legitimate interests and/or our legal obligations
To monitor the use of our systems and equipment, to secure our buildings, systems and equipment, to identify, prevent and detect fraud	in accordance with our legitimate interests or those of third parties
To monitor compliance with equal opportunities legislation and conduct other analysis	in accordance with our legitimate interests and/or our legal obligations and/or with your consent
To generate staff engagement within the workplace (such as through our internal communications and systems) or to promote the business externally through our marketing and social channels	in accordance with our legitimate interest and/or your consent
To ensure individuals are on-site for the times they sign-in and out and to prevent fraudulent time entries.	in accordance with our legitimate interest and/or to prevent and detect unlawful acts.

Where a regulatory body or organisation, such as the police, contacts us to request assistance in the prevention, investigation, detection or prosecution of criminal offences or the execution of criminal penalties, we may also process your personal information by sharing it with the relevant organisation.

In the event that our business or any part of it is sold to or integrated with another business, your details will be disclosed to our advisers and to any prospective purchaser and its advisers and will be passed to the new owners of the business.

If you fail to provide personal information

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you (such as paying you or providing a benefit), or we may be prevented from complying with our legal obligations (such as to ensure the health and safety of our workers).

How we use particularly sensitive personal information

"Special categories" of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. We have in place appropriate safeguards which we are required by law to maintain when processing such data. We may process special categories of personal information in the following circumstances:

1. In limited circumstances, with your explicit written consent, for example when accessing our well-being services.
2. Where we need to carry out our legal obligations, to exercise or defend legal claims or to exercise rights in connection with employment, including our health and safety obligations.
3. Where it is needed in the public interest, such as for the prevention and detection of unlawful acts, equal opportunities monitoring or in relation to our pension scheme.

Less commonly, where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations, such as payment of court ordered fines or penalties. Less commonly, we may use information relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

How long we keep your personal information

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements. In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.

Data security and sharing

We have put in place measures to protect the security of your information.

We may have to share your data with third parties, including third-party service providers and other entities in the group. We will also share it with regulators, government and other law enforcement bodies. Where we do this, we require third parties to respect the security of your data and to treat it in accordance with the law. We may transfer your personal information outside the UK and if we do, we will ensure that appropriate organisational and technical measures are in place including placing contractual obligations on those third parties where appropriate to keep your personal information safe and secure and to only process it in accordance with our instructions.

Rights of access, correction, erasure, and restriction

You have the right to request access, correction, erasure and restriction of your personal data. You also have the right to withdraw your consent to the processing of your personal data in certain circumstances where this is relied upon. To do this please put your request in writing to your HR Representative or post it to 'Human Resources, Unit A, Brook Park East, Shirebrook, NG20 8RY'. You will need to confirm your identity (which we may request you provide evidence of by sending a copy of your driving licence or passport if we have a reasonable doubt of your identity) and clearly set out the nature of your request (i.e. by telling us what right you wish to exercise and in respect of what personal data).

Further information regarding this notice

If you have any questions about this privacy notice or how we handle your personal information, please contact your HR representative in the first instance or, alternatively you can contact the Data Protection Team at Unit A, Brook Park East, Shirebrook, NG20 8RY. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

Changes to this privacy notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

This privacy notice was last update on 30 November 2020.