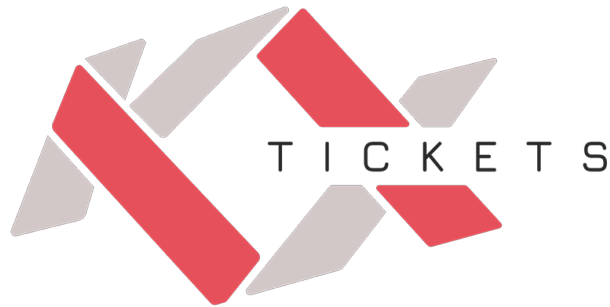




PRIVACY NOTICE FOR JOB APPLICANTS

A) INTRODUCTION

KX Tickets Ltd ("KX Tickets", "we", "us"), of 62 Shaftesbury Avenue, London, W1D 6LT, is committed to protecting your personal data. In line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, this privacy notice tells you, as someone applying to work with us, what data we process about you, why we process it, the lawful basis we rely on, how long we keep it, and your rights.

This notice covers the whole recruitment process, from your application up to the date you start work with us. If you are successful, our Privacy Notice for Employees and Workers will apply once you start.

B) DATA PROTECTION PRINCIPLES

All personal data we hold must be processed according to a set of core principles. We will make sure that:

- processing is fair, lawful and transparent;
- data is collected for specific, explicit and legitimate purposes;
- data collected is adequate, relevant and limited to what is necessary;
- data is kept accurate and up to date, and inaccurate data is corrected or deleted without delay;
- data is not kept for longer than necessary;
- data is kept secure, with protection against unauthorised or unlawful processing, accidental loss, destruction or damage; and
- we follow the legal requirements for transferring personal data outside the UK.

C) TYPES OF DATA WE HOLD

Personal data is any information about a person from which they can be identified. It does not include anonymous data.

We keep your data in our email system and recruitment records, stored securely in Google Workspace. Please keep us up to date with any changes to your personal details by emailing the Head of Operations at ryan@kxtickets.com.

During the recruitment process, we collect, store and use the following types of data:

- personal details such as your name, address, phone number, email address and date of birth;
- the name and contact details of your next of kin (if you are offered a role);
- information about any disability or health condition you tell us about, so that we can make reasonable adjustments;
- right to work documents, such as your passport or visa;
- information in your CV and cover letter;
- references from former employers;
- details of your education and employment history; and
- information about any unspent criminal convictions (see Section H).

D) COLLECTING YOUR DATA

Most of the data we hold is provided by you during the recruitment process, for example in your application, at interview, or at the offer stage.

In some cases, we collect data about you from third parties, such as the online job boards we advertise on, and former employers when we take up references.

If you are successful, we will collect further information from you once your employment begins, such as your bank details. This is covered by our Privacy Notice for Employees and Workers.

E) LAWFUL BASIS FOR PROCESSING

The law only allows us to process your data for certain reasons. The table below sets out what we use your data for and the lawful basis we rely on.

Activity requiring your data	Lawful basis
Checking your right to work in the UK	Legal obligation
Making reasonable adjustments for disabled applicants	Legal obligation
Assessing your application and making recruitment decisions	Legitimate interests: to choose the most suitable candidate for the role
Making decisions about salary and other benefits	Legitimate interests: to offer fair and competitive terms
Taking up references and checking your employment history	Legitimate interests: to confirm the information you have given us is accurate

Asking about unspent criminal convictions	Legitimate interests: to make sure people in roles involving customer payments and personal data are suitable
Collecting next of kin details when we offer you a role	Legitimate interests: to be able to contact someone in an emergency once you start
Keeping your CV on file for future vacancies	Consent (you can withdraw this at any time)
Dealing with legal claims made against us	Legitimate interests: to defend ourselves against claims
Preventing fraud	Legitimate interests: to protect KX Tickets and our customers

F) SPECIAL CATEGORIES OF DATA

Special categories of data are data relating to your health, sex life, sexual orientation, race, ethnic origin, political opinions, religion, trade union membership, and genetic and biometric data.

We only process special category data about applicants to make reasonable adjustments, for example for an interview. We do this because we must, to meet our legal obligations under employment and equality law, or because you have given us your explicit consent.

G) FAILURE TO PROVIDE DATA

If you do not provide us with the data we need, we may not be able to continue with your application or enter into a contract of employment with you. For example, we cannot employ you without proof of your right to work in the UK.

H) CRIMINAL CONVICTION DATA

We ask applicants to tell us about any unspent criminal convictions. We do this because our roles involve handling customer payments and personal data. We use this information to decide whether you are suitable for the role. You do not need to tell us about spent convictions.

We rely on our legitimate interests to process this data, together with the condition in Part 2 of Schedule 1 to the Data Protection Act 2018 relating to preventing or detecting unlawful acts. This data is kept secure, and access is strictly limited to the people involved in the recruitment decision.

I) WHO WE SHARE YOUR DATA WITH

Staff within KX Tickets who are responsible for recruitment will have access to the data that is relevant to their role.

We also share your data with the following third parties:

- Google, which provides our email and document storage (Google Workspace);
- the online job boards we advertise on, where you apply through them; and

- Peninsula, our HR and employment law advisers, where we need advice about a recruitment matter.

We may also share your data with third parties as part of a sale or restructure of the company, or to comply with a legal obligation.

We have data processing agreements in place with these third parties to make sure your data is protected. Third parties must have appropriate technical and organisational measures in place to keep your data secure.

Transfers outside the UK

Google may store or process your data in the United States. Where this happens, the transfer is protected by the UK Extension to the EU-US Data Privacy Framework, or by the UK International Data Transfer Agreement or UK Addendum to the EU standard contractual clauses, so that your data is protected to UK standards.

J) PROTECTING YOUR DATA

We take the security of your data seriously. We have processes in place to protect it against accidental loss, disclosure, destruction and misuse, including individual logins, 2-step verification and restricted access. Further details are set out in our Internal Data Protection Policy.

K) HOW LONG WE KEEP YOUR DATA

If your application is unsuccessful, we will keep your data for 6 months after we tell you the outcome. After that, it will be securely deleted.

If we ask you, and you agree, we will keep your CV and application on file for up to 12 months after we tell you the outcome, in case another suitable role comes up. After that, it will be securely deleted.

You can withdraw your consent at any time by emailing ryan@kxtickets.com. If you do, we will delete your data, and there will be no consequences for you.

If your application is successful, your data will be moved to your employee records and our Privacy Notice for Employees and Workers will apply.

L) AUTOMATED DECISION MAKING

Automated decision making means making decisions about you using a computer system, with no human involvement. KX Tickets does not make any recruitment decisions about you based solely on automated decision making. A person always reviews applications and makes the decision.

M) YOUR RIGHTS

You have the following rights in relation to the personal data we hold about you:

- the right to be informed about the data we hold about you and what we do with it;
- the right of access to the data we hold about you. Requests will be dealt with under our Subject Access Request Policy;
- the right to have any inaccurate data corrected (known as 'rectification');
- the right to have data deleted in certain circumstances (known as 'erasure');

- the right to restrict the processing of your data;
- the right to transfer your data to another organisation (known as 'portability');
- the right to object to the processing of your data; and
- rights in relation to automated decision making and profiling.

Where you have given consent to us processing your data, you can withdraw it at any time. There will be no consequences for withdrawing your consent. In some cases, we may continue to use the data where we have another lawful reason to do so.

To exercise any of these rights, please email the Head of Operations, Ryan Epps, at ryan@kxtickets.com. You do not need to use a form. More details are set out in our Policy on Your Rights in Relation to Your Data, available on request.

N) MAKING A COMPLAINT

If you think your data rights have been breached, you can make a complaint to us at any time:

- Email: Head of Operations, Ryan Epps, at ryan@kxtickets.com
- Post: Head of Operations, KX Tickets Ltd, 62 Shaftesbury Avenue, London, W1D 6LT

More information is set out in our Data Protection Complaints Policy, available on request.

You can also complain to the Information Commissioner's Office (ICO) at Wycliff House, Water Lane, Wilmslow, Cheshire, SK9 5AF, by telephone on 0303 123 1113, or at www.ico.org.uk.

O) DATA PROTECTION OFFICER

Our Data Protection Officer is Rowley Gregg, who can be contacted at Rowley@kxtickets.com.

Signed by Ryan Epps - Head of Operations

Reviewed 29/10/2026

