

Job Applicant Privacy Notice

Data controller: Fletcher & Partners, Crown Chambers, Bridge Street, Salisbury SP1 2LZ

Contact: Data Privacy Manager: Tel: 01722 327801; email : mail@fletchpart.co.uk

As part of any recruitment process, the Firm collects and processes personal data relating to job applicants and is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What personal data do we collect?

We collect a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number
- details of your qualifications, skills, experience and employment history
- information about your current level of remuneration, including benefit entitlements
- information about your entitlement to work in the UK.
- High risk personal data
 - Details of your bank account and national insurance number
 - Passport and driving licence information
- Special category and criminal offence data
 - Where permitted by law, equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.
 - Whether or not you have a disability for which the organization needs to make reasonable adjustments during the recruitment process.
 - Where permitted by law, we may hold information from criminal record checks.

We may collect this information in a variety of ways. For example data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents such as your driving licence, from the correspondence with you, or collected through interviews, meetings or other forms of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers, recruitment agencies or social media such as LinkedIn and information from criminal records checks. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why do we process personal data?

We need to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you.

In some cases, we need to process data to ensure that it is complying with its legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts.

We have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the

recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

We may process special categories of sensitive data, such as information about ethnic origin, sex, sexual orientation or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out our obligations and exercise specific rights in relation to employment.

For some roles, we are obliged to seek information about criminal convictions and offences. Where we seek this information, we do so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment.

Who has access to personal data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes partners and members of staff involved in the HR, recruitment and interview process, managers or other team members in the business area with a vacancy and IT or other staff if access to the data is necessary for the performance of their roles.

We may share your data with an external HR Consultant or recruitment agency to support the recruitment process. We shall not share your data with other third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain pre-employment references for you and the Disclosure and Barring Service to obtain necessary criminal records checks.

Your data may be transferred outside the European Economic Area (EEA) for operational reasons. Where data is transferred outside the EEA it is on the basis of appropriate safeguards for example declaration of adequacy, binding corporate rules or other safeguards.

For how long do we keep data?

If your application for employment is unsuccessful, we will hold your data on file for up to 6 months after the end of the relevant recruitment process. At the end of that period, or once you withdraw your consent, your data will be deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file. The periods for which your data will be held will be provided to you in our Data Protection Policy.

How do we protect personal data?

We take the security of your data seriously and have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

Your rights

Under the General Data Protection Regulation ('GDPR') and the Data Protection Act 2018 (the '2018 Act') you have a number of rights with regard to your personal data:

You have the right:

- to access and obtain a copy of your data on request;
- to require us to change incorrect or incomplete data;
- to require us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- to object to the processing of your data where we are relying on our legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the Data Privacy Manager by telephoning 01722 327801 or emailing mail@fletchpart.co.uk.

If you believe that we have not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

Automated decision-making

Recruitment processes are not based solely on automated decision-making.

Please sign and return one copy of this Privacy Notice to confirm your receipt of the above.

Name

Signature..... Date.....