

Job Applicant Privacy Notice

Data controller: Clarkson Hyde LLP (“CH”, “we”, “us”, “our”, “ours”)

Contact: Data Protection Manager (“DPM”) – Malgosia Corradi, mhc@clarksonhyde.com

As part of any recruitment process, CH 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 with start and end dates
- information about your current level of remuneration, including benefit entitlements
- whether or not you have a disability for which CH needs to make reasonable adjustments during the recruitment process
- information about your entitlement to work in the UK
- Membership of any professional bodies
- Referee contact details

We may collect this information in a variety of ways e.g. data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

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 and on our 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 we are complying with our 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 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.

We will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to personal data?

Your information will be shared internally for the purposes of the recruitment exercise with members of the recruitment team.

We shall not share your data with 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 and/or other referees to obtain references for you.

We will not transfer your data outside the European Economic Area.

For how long do we keep data?

If your application for employment is unsuccessful, we will hold your data on file for 1 year after the end of the relevant recruitment process.

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

How do we protect personal data?

We take the security of all the data we hold very seriously and have put in place commercially reasonable and appropriate security measures to prevent personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

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 our DPM.

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.