

# Recruitment Privacy Notice

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## 1. Objective

The objective of this document is to provide job applicants with information about how personal data will be used.

## 2. Scope

This notice applies to all external job applicants.

## 3. Principles

As part of recruitment processes, Spencers Solicitors Limited (“SSL”) collects and processes personal data relating to job applicants. The business is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

### 3.1 What information does the business collect about you?

SSL collects and processes a range of information during recruitment processes including:

- 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;
- whether or not you have a disability for which the business needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief, as appropriate.

### 3.2 How is information collected?

SSL collects information in a variety of ways. For example, data might be contained in application forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

SSL may also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. SSL will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

### 3.3 Where is information stored?

Data will be stored in a range of different places, including on a central recruitment record, in HR management systems and on other IT systems, including email.

### 3.4 Why does the business process personal data?

The business needs to process data for various reasons including taking necessary steps to contact you and, if applicable, prior to entering into a contract with you. It may also need to process your data to enter into a contract with you.

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

The business has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows SSL to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The business may also need to process data from job applicants to respond to and defend against complaints or claims.

In addition, SSL may process information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability in order to carry out its obligations and exercise specific rights in relation to employment practices.

Where the business processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief as part of its recruitment practices, this for equal opportunities monitoring purposes.

In some cases, it may be necessary to seek information about criminal convictions and offences. Where the business seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, SSL may keep your personal data on file in case there are future employment opportunities for which you may be suited. SSL will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

### **3.5 Who has access to your data?**

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

The business will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. Where an offer is accepted, SSL will naturally share your data with third parties where there is a legitimate reason to do so including in order to obtain pre-employment references from other employers and obtain employment background checks from third-party providers and/or necessary criminal records checks from the Disclosure and Barring Service.

The business will not transfer your data to countries outside the European Economic Area without your express permission.

### **3.6 How does the business protect your data?**

SSL naturally takes the security of your data seriously. The business has internal policies and controls in place to try to ensure, as far as practicable, that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. Relevant policies are available on request.

### **3.7 How long is data held?**

If your application for employment is unsuccessful, SSL will hold your data on file for six months after the end of the relevant recruitment process. If you agree to allow SSL to keep your personal data on file, SSL will hold your data on file

for a further six months for consideration for future employment opportunities. At the end of that period, unless you otherwise withdraw your consent at an earlier stage, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment, in which case, retention periods will be covered by a separate privacy notice.

### 3.8 Your rights

As a data subject, you have a number of rights including:

- obtaining a copy or access to your data on request;
- requiring the business to change incorrect or incomplete data;
- requesting that data be deleted or processing of your data be ceased, for example where the data is no longer necessary for the purposes of processing; and
- objecting to the processing of your data where the business is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights or have any questions or concerns, please contact the HR Department.

You also have the option to address any concerns relating to your data protection rights directly with the Information Commissioner.

### 3.9 What if you do not provide personal data?

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

### 3.10 Automated decision-making

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

## 4. Review

SSL will review the effectiveness of this notice annually and in line with changes in legislation and best practice.

| <b>Spencers   solicitors</b> | <b>Version Control</b> |
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