



PRIVACY NOTICE FOR CANDIDATES

Watson Burton (**we, us or our**) is committed to maintaining the privacy and security of any information from which an individual can be identified (**Personal Data**). This Privacy Notice (**Notice**) describes how we will collect and use Personal Data about job applicants (**Candidates, you or your**) during the recruitment process, in accordance with the General Data Protection Regulations (**GDPR**).

1 INTRODUCTION

- 1.1 We take the privacy of our Candidates very seriously. When applying for a job with us, you should read this Notice so that you are aware of how and why we use your Personal Data.
- 1.2 We are a **Data Controller**. This means that we are responsible for deciding how we hold and use Personal Data about you. We are required under data protection legislation to notify you of the information contained in this Notice.

2 DATA PROTECTION PRINCIPLES

We will comply with data protection law and principles which means that your data will be:-

- 2.1 used lawfully, fairly and in a transparent way;
- 2.2 collected only for legitimate purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes;
- 2.3 relevant and limited to the purposes we have advised you of;
- 2.4 accurate and kept up to date;
- 2.5 retained only as long as necessary for the purposes we have advised you of;
- 2.6 kept securely.

3 THE KIND OF INFORMATION WE HOLD ABOUT YOU

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

- 3.2 More sensitive Personal Data (**Special Category Personal Data**) requires a higher level of protection. In connection with your application for employment we will collect, store, and use the following categories of personal information about you:-
- 3.2.1 the information you have provided to us in your curriculum vitae and covering letter; and/or
 - 3.2.2 the information you have provided on our application form, including name, title, address, telephone number, personal email address, employment and work experience history, qualifications, education history and referee contact details; and
 - 3.2.3 any information you provide to us during an interview.
- 3.3 We may also collect, store and use the following Special Category Personal Data:-
- 3.3.1 information about your race or ethnicity, religious or similar beliefs, sexual orientation and political opinion;
 - 3.3.2 information about your health, including any medical condition and health and sickness records; and
 - 3.3.3 information about criminal convictions and offences.

4 **HOW PERSONAL DATA IS COLLECTED**

We may collect Personal Data about Candidates from the following sources:-

- 4.1 You.
- 4.2 Disclosure and Barring Service in respect of criminal convictions.
- 4.3 Recruitment agencies, you appoint to act on your behalf.
- 4.4 Your named referees from whom we may collect the following categories of data:-
 - 4.4.1 role, dates of employment, salary and reason for leaving; and
 - 4.4.2 sickness absence days and parental leave dates.
- 4.5 Personal Data may also be collected from third party sources such as the Law Society or the Solicitors Regulation Authority.

5 **HOW WE MAY USE INFORMATION ABOUT YOU**

- 5.1 We will use the Personal Data we collect about you to:-
- 5.1.1 assess your skills, qualifications, and suitability for the role;
 - 5.1.2 carry out background and reference checks, where applicable;
 - 5.1.3 communicate with you about the recruitment process;
 - 5.1.4 keep records related to our recruitment processes; and

- 5.1.5 comply with legal or regulatory requirements.
- 5.2 We can process Personal Data obtained during our recruitment process on the basis of legitimate interest
- 5.3 We also need to process your Personal Data to decide whether to enter into a contract of employment with you.
- 5.4 Having received your application for employment, we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will consider whether your application is strong enough to invite you for an interview. If we call you for an interview, we will use the information you provide to us at the interview to decide whether to invite you to a further interview, offer you the role or reject your application. If we offer you the role, we will then take up references before confirming your appointment.

5.5 If you fail to provide Personal Data

If you fail to provide Personal Data when requested which is necessary for us to consider your application we will not be able to process your application successfully. For example, if you fail to provide us with evidence of qualifications or employment history, we will not be able to take your application further.

5.6 How we use Special Category Personal Data

We will use your Special Category Personal Data in the following ways:-

- 5.6.1 We will use information provided by you about any disability to consider whether we need to make appropriate adjustments during the recruitment process to take account of any specific needs.
- 5.6.2 We will use Personal Data about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.

6 INFORMATION ABOUT CRIMINAL CONVICTIONS

- 6.1 We envisage that we may process information about criminal convictions.
- 6.2 We will collect information about any criminal convictions history if we offer you the role (conditional on checks and any other conditions, such as references, being satisfactory). We are entitled to carry out a criminal records check in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for the role.
- 6.3 We will only process information relating to criminal convictions where this is necessary to comply with our legal obligations.
- 6.4 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 the information has been made public.
- 6.5 We envisage that we may hold information about criminal convictions and have appropriate safeguards in place when processing such data.

7 **AUTOMATED DECISION-MAKING**

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

8 **DATA SHARING**

We will not share your Personal Data with third-party service providers.

9 **DATA SECURITY**

9.1 We have put in place appropriate security measures to prevent your Personal Data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to Personal Data to those employees, agents, contractors and other third parties who have a legitimate need to know. They will only process Personal Data on our instructions and they are subject to a duty of confidentiality.

9.2 We have put in place procedures to deal with any suspected data security breach and will notify you as appropriate and any applicable regulator of a suspected breach where we are legally required to do so.

10 **DATA RETENTION: HOW LONG WILL WE USE PERSONAL DATA FOR?**

10.1 We will retain your Personal Data for a period of six months after we have communicated to you our decision about whether to appoint you to the role. We retain your Personal Data for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your Personal Data in accordance with our Records Management Policy.

10.2 If we wish to retain your Personal Data on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately, seeking your explicit consent to retain your Personal Data for a fixed period on that basis.

11 **RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION**

Under certain circumstances, by law you have the right to:-

11.1 request access to your Personal Data (commonly known as a "Data Subject Access Request"). This enables you to receive a copy of the Personal Data we hold about you and to check that it is being lawfully processed;

11.2 request correction of the Personal Data held by us. This enables you to have any incomplete or inaccurate information held, corrected;

11.3 request erasure of Personal Data. This enables you to ask us to delete or remove Personal Data where there is no good reason for its continued processing. You also have the right to ask us to delete or remove Personal Data where you have exercised your right to object to processing (see paragraph 11.4);

11.4 object to processing of Personal Data where we are relying on a legitimate interest (or those of a third party) and a particular situation arises giving you cause to object to processing. You also have the right to object where we are processing Personal Data for direct marketing purposes;

- 11.5 request the restriction of processing of Personal Data. This enables you to ask us to suspend the processing of Personal Data, for example if you want us to establish its accuracy or the reason for processing it;
- 11.6 request the transfer of Personal Data to another party.
- 11.7 If you want to review, verify, correct or request erasure of your Personal Data, object to the processing of your Personal Data, or request that we transfer a copy of your Personal Data to another party, please contact the Compliance Team (**Compliance**) by emailing data@watsonburton.com.

If you require clarification on any aspect of this Policy, please contact Compliance