

## Privacy Notice – Recruitment

This notice explains what personal data (information) we will hold about you, how we collect it, and how we will use and may share data about you during the application process. We are required to notify you of this information, under data protection legislation. Please ensure that you read this notice and any other similar notice we may provide to you from time to time when we collect or process personal data about you.

### Key terms

It would be helpful to start by explaining some key terms used in this notice:

<b>We, us, our</b>	Ramsdens Solicitors LLP, also trading as Ramsdens Solicitors. We are authorised and regulated by the Solicitors Regulation Authority under number 440420.
<b>Personal data</b>	Any information relating to an identified or identifiable individual
<b>Special category personal data</b>	Personal data revealing racial or ethnic origin, political opinions, religious beliefs, philosophical beliefs or trade union membership Genetic data Biometric data (where used for identification purposes) Data concerning health, sex life or sexual orientation

For the purposes of the Data Protection Act 2018 and the GDPR, Ramsdens Solicitors LLP is the data controller of your personal data and is entered in the Information Commissioner's Office (ICO) Register of Data Controllers under registration number Z5358378.


### Data protection principles

We will comply with the data protection principles when gathering and using personal data, as set out in our Data Protection Policy.

### About the data we collect and hold

The table set out in 0 of 0 below summarises the data we collect and hold up to and including the shortlisting stage of the recruitment process, how and why we do so, how we use it and with whom it may be shared.

The table in 0 of 0 below summarises the additional data we collect before making a final decision to recruit, i.e. before making an offer of employment unconditional, how and why we do so, how we use it and with whom it may be shared.



We seek to ensure that our data collection and processing is always proportionate. We will notify you of any changes to data we collect or to the purposes for which we collect and process it.

## **Where data may be held**

Data may be held at our offices and third party agencies, service providers, representatives and agents.

## **How long we keep your data**

We keep the personal data that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your data will depend on whether your application is successful and you become employed by us, the nature of the data concerned and the purposes for which it is processed.

We will keep recruitment data (including interview notes) for no longer than is reasonable, taking into account the limitation periods for potential claims such as race or sex discrimination (as extended to take account of early conciliation), after which they will be destroyed. If there is a clear business reason for keeping recruitment records for longer than the recruitment period, we may do so but will first consider whether the records can be pseudonymised, and the longer period for which they will be kept.

If your application is successful, we will keep only the recruitment data that is necessary in relation to your employment. For further information, see our Data Protection Privacy Notice (Employment) and the Company's Data Retention Guidelines, copies of which can be provided, if required.

## **Your right to object to us processing your data**

Where our processing of your data is based solely on our legitimate interests (or those of a third party), you have the right to object to that processing if you give us specific reasons why you are objecting, which are based on your particular situation. If you object, we can no longer process your data unless we can demonstrate legitimate grounds for the processing, which override your interests, rights and freedoms, or the processing is for the establishment, exercise or defence of legal claims.

Please contact Jonathan Cornes, who can be contacted via email at [Jonathan.Cornes@ramsdens.co.uk](mailto:Jonathan.Cornes@ramsdens.co.uk) or on 01484 558068 if you wish to object in this way.

## Your rights to correct and access your data and to ask for it to be erased

Please contact Jonathan Cornes, who can be contacted at Jonathan.Cornes@ramsdens.co.uk or on 01484 558068 if (in accordance with applicable law) you would like to correct or request access to data that we hold relating to you or if you have any questions about this notice. You also have the right to ask Jonathan Cornes for some but not all of the data we hold and process to be erased (the 'right to be forgotten') in certain circumstances. Jonathan Cornes will provide you with further information about the right to be forgotten, if you ask for it.

## Keeping your personal data secure

We have appropriate security measures in place to prevent personal data from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal data to those who have a genuine business need to know it. Those processing your data will do so only in an authorised manner and are subject to a duty of confidentiality.

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

## How to complain

We hope that Jonathan Cornes can resolve any query or concern you raise about our use of your data. If not, contact the Information Commissioner at <https://ico.org.uk/concerns/> or telephone 0303 123 1113 for further information about your rights and how to make a formal complaint.

## The Schedule

About the data we collect and hold

Part A: Up to and including the shortlisting stage

The data we may collect	How we collect the data	Why we collect the data (purpose)	Legal basis for processing	How we use and may share the data
Your name and contact details (i.e. address, home and mobile phone numbers,	From you	So that we can contact you by letter, email, or phone where necessary to progress your application, arrange	Legitimate interest: to carry out a fair recruitment process Legitimate interest: to progress your	With HR personnel or the manager of the relevant department to contact you to progress your application,

email address)		interviews and inform you of the outcome at all stages To inform the relevant manager or department of your application	application, arrange interviews and inform you of the outcome at all stages	arrange interviews and inform you of the outcome With the relevant manager or department
Details of your qualifications, experience, employment history (including job titles, salary and working hours) and interests	From you, in the completed application form and interview notes (if relevant)	So that we can make an informed decision about which candidates to shortlist for interview and ultimately recruit	Legitimate interest: to carry out a fair recruitment process Legitimate interest: to make an informed decision to shortlist for interview and (if relevant) to recruit	To make an informed recruitment decision
Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs	From you, in a completed anonymised equal opportunities monitoring form	To comply with our legal obligations and for reasons of substantial public interest (equality of opportunity or treatment)	To comply with our legal obligations and for reasons of substantial public interest	For further information, see * below
Information regarding your criminal record	From you, in your completed application form	To comply with our legal obligations For reasons of substantial public interest (preventing or detecting unlawful acts, suspicion of terrorist financing or money	To make an informed recruitment decision To carry out statutory checks Information shared with DBS and other regulatory	For further information, see * below

		laundering in the regulated sector and protecting the public against dishonesty)	authorities as required	
Details of your referees	From your completed application form	To obtain a reference about you, so that we can make an informed decision about your recruitment	Legitimate interest: to carry out a fair recruitment process  In the regulated sector, to comply with our legal obligations to obtain regulatory references	Data shared with relevant managers, HR personnel and the referee


Part B: Before making a final decision to recruit

The data we collect	How we collect the data	Why we collect the data	Legal basis for processing	How we use and may share the data
Information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers <input type="checkbox"/>	From your referees (details of whom you will have provided)	So that we can make an informed decision about your recruitment  To comply with legal/regulatory obligations	Legitimate interest: to make an informed decision to recruit  To comply with our legal obligations  Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance	Information shared with relevant managers and HR personnel

			obligations and good employment practice	
Information regarding your academic and professional qualifications <input type="checkbox"/>	From you, from your education provider, from the relevant professional body	To make an informed recruitment decision	Legitimate interest: to verify the qualifications information provided by you	Information shared with relevant managers and HR personnel
Data regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs) as appropriate <input type="checkbox"/>	From you and from the Disclosure and Barring Service (DBS)	To make an informed recruitment decision To perform the employment contract To carry out statutory checks in accordance with our legal obligations	Legitimate interest: to verify the criminal records information provided by you  For reasons of substantial public interest (preventing or detecting unlawful acts, suspicion of terrorist financing or money laundering in the regulated sector and protecting the public against dishonesty)	Information shared with DBS and other regulatory authorities as required  For further information, see * below
Your nationality and immigration status and information from related documents, such	From you and, where necessary, the Home Office	To enter into/perform the employment contract To carry out right to work	Legitimate interest: to maintain employment records	Information may be shared with the Home Office

<p>as your passport or other identification and immigration information <input type="checkbox"/></p>		<p>checks in accordance with our legal obligations</p>	<p>To carry out obligations and exercise rights in employment law</p> <p>For reasons of substantial public interest (preventing or detecting unlawful acts)</p>	
<p>A copy of your driving licence <input type="checkbox"/></p>	<p>From you</p>	<p>To make an informed recruitment decision</p> <p>To ensure that you have a clean driving licence</p> <p>To enter into/perform the employment contract</p> <p>To comply with our legal obligations</p> <p>To comply with the terms of our insurance</p>	<p>Legitimate interest: to ensure you can legally drive</p> <p>Legitimate interests: to ensure you are fit to perform the duties</p> <p>To carry out obligations and exercise rights in employment law</p> <p>For reasons of substantial public interest (preventing or detecting unlawful acts)</p>	<p>Information may be shared with our insurer</p>

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked '☐' above to us to enable us to verify your right to work and suitability for the position.



\* Further details on how we handle sensitive personal information are set out in our Data Protection Policy, which is available on the intranet.