

PRIVACY NOTICE – JOB APPLICANTS

Data controller -Clive Owen LLP, 140 Coniscliffe Road, DARLINGTON, DL3 7RT

Person responsible for data protection compliance – Neville Baldry, partner, Neville.baldry@cliveowen.com, 01325 349700

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

What information does Clive Owen LLP collect?

The firm collects a range of information about you which 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;
- whether or not you have a disability for which the firm 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.

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

The firm will also collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks. The firm 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.

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

Why does Clive Owen LLP process personal data?

The firm needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you. In some cases, the firm needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

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

Where the firm relies on legitimate interests as a reason for processing data, it has considered whether those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The firm processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the firm processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes. For some roles, the firm is obliged to seek information about criminal convictions and offences. Where the firm 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.

Who has access to data?

Your information will 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, partners and IT staff if access to the data is necessary for the performance of their roles.

The firm will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The firm will then share your data with former employers to obtain references for you and if applicable the Disclosure and Barring Service to obtain necessary criminal records checks.

The firm will not transfer your data outside the European Economic Area.

How does Clive Owen LLP protect data?

The firm takes the security of your data seriously. It has 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.

For how long does Clive Owen LLP keep data?

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

If you want to withdraw your consent, please email hr@cliveowen.com.

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. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

As a data subject, you have several rights. You can:

- access and obtain a copy of your data on request;
- require the firm to change incorrect or incomplete data;
- require the firm to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the firm is relying on its legitimate interests as the legal ground for processing; and
- ask the firm to stop processing data for a period if data is inaccurate or there is a dispute about whether your interests override the firm's legitimate grounds for processing data.

If an individual wishes the firm to take any of the above actions, they should inform the HR department in writing. If you believe that the firm has 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 to the firm during the recruitment process. However, if you do not provide the information, the firm 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.