

JOB APPLICANTS PRIVACY NOTICE

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

Data Protection Officer— Ian Jarvis, partner, ian.jarvis@cliveowen.com, 01325 349700

As part of any recruitment process, the partnership 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 information will be collected?

The partnership 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 partnership needs to make reasonable adjustments during the recruitment process;
- information about your right to work in the UK.

The partnership 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 partnership will also collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks. This information will only be requested once a job offer has been made and the HR department will inform you that it is requesting this information.

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 partnership's email system).

Why is your personal data processed?

The partnership needs to process data to take steps at your request prior to entering a contract with you. It also needs to process your data to enter into a contract with you. In some cases, the partnership needs to process personal 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 commences.

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

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

The partnership may process an applicant's special category data concerning their health if it needs to make reasonable adjustments to the recruitment process for applicants who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

The partnership may also process criminal offence data as for some roles, the partnership is obliged to seek information about criminal convictions and offences. Where the partnership 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 your personal data?

Your information will be shared internally for the purposes of the recruitment process. This includes members of the HR department, hiring managers and IT staff if access to the data is necessary for the performance of their roles.

The partnership will not share your data with third parties unless your application for employment is successful and an offer of employment is made. The HR department 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 partnership will not transfer your data outside the UK or European Economic Area.

How is your personal data protected?

The partnership 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.

How long is your personal data retained for?

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

If you wish 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 are available in the colleagues' privacy notice.

What are your rights?

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

- access and obtain a copy of your data on request;
- require incorrect or incomplete data to be changed;
- require the partnership 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 partnership is relying on its legitimate interests as the legal ground for processing; and
- ask the partnership to stop processing data for a period if data is inaccurate or there is a dispute about whether your interests override the partnership's legitimate grounds for processing data.

If you wish to exercise any of the above rights, you should inform the HR department by email at hr@cliveowen.com or in writing to the HR Department, 140 Coniscliffe Road, Darlington, DL3 7RT. If you believe the partnership 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 partnership 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.

Automated decision-making

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

If you have any questions concerning this privacy notice, please contact the Data Protection Officer or a member of the HR department.