

Taylor Walton LLP GDPR Candidate Privacy Notice - for Candidates applying for employment or work experience with Taylor Walton LLP

1 Purpose of this Privacy Notice

- 1.1 Taylor Walton LLP ('the Firm') is a 'data controller' and gathers and uses certain information about you.
- 1.2 This notice explains what personal data (information) the Firm/we will hold about you, how we collect it, and how we will use and may share information about you during the application and recruitment process. We are required to notify you of this information, under data protection legislation. Please ensure that you read this notice (sometimes referred to as a 'privacy notice').

2 Data protection principles

- 2.1 We will comply with the data protection principles when gathering and using personal information, which means that your data will be:
 - 2.1.1 Used lawfully, fairly and in a transparent way
 - 2.1.2 Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes
 - 2.1.3 Relevant to the purposes we have told you about and limited only to those purposes
 - 2.1.4 Accurate and kept up-to-date
 - 2.1.5 Kept only as long as necessary for the purposes we have told you about
 - 2.1.6 Kept securely.

3 About the information we collect and hold

- 3.1 In connection with your application for work with us, we may collect, store and use the following personal information which may have been provided to us in your curriculum vitae, application form and covering letter together with any information you provide us during an interview or other assessment including-

Up to and including the shortlisting stage of the recruitment process:

- 3.1.1 Your name and contact details (i.e. address, home and mobile phone numbers, email address)
- 3.1.2 Details of your qualifications, experience, employment history (including job titles, salary and working hours) and interests

After the shortlisting stage, and before making a final decision to recruit (or once a conditional offer has been accepted, our offer being subject to the results of checks made below):

- 3.1.3 Details of your referees
- 3.1.4 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 (mandatory)

- 3.1.5 Information regarding your academic and professional qualifications (mandatory)
- 3.1.6 Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information (mandatory)
- 3.1.7 A copy of your driving licence (mandatory - where this is necessary for the role)
- 3.2 You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked 'mandatory' above to us to enable us to verify your right to work and suitability for the position. If you do not provide such information then we will not be able to proceed with your application.
- 3.3 We may also collect, store and use the following "special categories" of sensitive personal information:
 - 3.3.1 Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs
 - 3.3.2 Information regarding your criminal record

4 How we collect the information

- 4.1 We may collect this information from:
 - 4.1.1 you, the candidate
 - 4.1.2 the recruitment agency, from which we collect the following categories of information: name, title, address, telephone number, personal email address, gender, employment history, including current salary and employee benefits, qualifications, professional memberships, hobbies and interests.
 - 4.1.3 your referees (details of whom you will have provided) from whom we collect the following categories of information: dates of employment, job title, performance information, previous salary and benefits, absences, reason for leaving and personal qualities
 - 4.1.4 your education provider
 - 4.1.5 the relevant professional body including the Solicitors Regulation Authority, Chartered Institute of Legal Executives, CLC, CIPD, ACCA, CIMA as relevant
 - 4.1.6 the Disclosure and Barring Service (DBS) in relation to criminal convictions.

5 Why we collect the information and how we use it

- 5.1 We will typically collect and use this information for the following purposes:
 - 5.1.1 to take steps to enter into a contract
 - 5.1.2 to assess your skills, qualifications, and suitability for the role that you have applied for or any other role that may closely match your experience and skill set
 - 5.1.3 for compliance with a legal obligation (e.g. our obligation to check that you are eligible to work in the United Kingdom);
 - 5.1.4 carry out background and reference checks, where applicable
 - 5.1.5 to communicate with you about the recruitment process
 - 5.1.6 keep records related to our recruitment process
 - 5.1.7 to comply with our legal and regulatory requirements
 - 5.1.8 for the purposes of our legitimate interests to decide whether to appoint you to a role.
- 5.2 We will process your information from your covering letter, CV or application form to decide if you meet our basic requirements for our role and after which if you meet our requirements to be invited for an interview. Information shared at the interview will be processed to decide whether an offer can be made or where appropriate, you are invited back for a second interview and other assessment (as considered necessary) and thereafter if an offer can be

made. If an offer is made and accepted we will take up references and Disclosure and Barring Service and identity check on or before the start of employment.

- 5.3 We seek to ensure that our information collection and processing is always proportionate.

6 Using sensitive personal information

- 6.1 We will use your sensitive personal information in the following ways:

- 6.1.1 we will use information you have shared about any disability status only to consider whether we need to provide appropriate adjustments during the recruitment process for example whether adjustments need to be made to enable you to participate in an interview or assessment
- 6.1.2 we may collect and if collected will use information 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.
- 6.1.3 we will collect and process information about your criminal convictions history if an employment offer is made and accepted (offers are conditional on such checks and other conditions, such as references being satisfactory). We are required 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. Certain roles will be eligible for a check from the Disclosure and Barring Service. Other roles require a high degree of trust and integrity since our work involves dealing with clients, access to their information and access to business sensitive processes and so we would seek a basic disclosure of your criminal records history. We have in place an appropriate policy document and safeguards which we are required to maintain by law when processing such data.

7 How we may share the information

- 7.1 We may also need to share some of the above categories of personal information with other parties who have a business need. Where possible information will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information with our regulators or as required to comply with the law.

8 Data Security

- 8.1 We have in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.
- 8.2 We have procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

9 Where information may be held

- 9.1 We will take all steps reasonably necessary to ensure that a data subject's personal data is stored securely and in accordance with GDPR and Data Protection Act regime. Personal data is stored on our secure servers and within our offices. Personal data will be transferred to and stored at a destination inside the European Economic Area ("EEA") or any transfer of personal data outside the EEA will be made to those states which the European Commission has deemed to have adequate data security protection or which are otherwise permitted under UK Data Protection law.

10 How long we keep your information

- 10.1 We keep the personal information 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 information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed.
- 10.2 We will keep recruitment information for no longer than is reasonable taking into account the limitation periods for potential claims. We keep your personal information so 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 process in a fair and transparent way. After such time, we will securely destroy your personal information.
- 10.3 If your application is successful, we will keep recruitment information that is necessary in relation to your employment.

11 Your right to object to us processing your information

- 11.1 Where our processing of your information is based solely on our legitimate interests, you have the right to object to that processing if you give us specific reasons why you are objecting, which are based on our particular situation. If you object, we can no longer process your information 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 write to us at 28-44 Alma Street, Luton LU1 2PL or contact us by email dataprotection@taylorwalton.co.uk or phone 01582 731161 and ask to speak with our Data Compliance Manager if you wish to object in this way.

12 Your rights to correct and access your information and to ask for it to be erased

- 12.1 Please write to us at 28-44 Alma Street, Luton LU1 2PL or contact us by email dataprotection@taylorwalton.co.uk or phone 01582 731161 and ask to speak with our Data Compliance Manager if (in accordance with applicable law) you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask us for some but not all of the information we hold and process to be erased (the 'right to be forgotten') in certain circumstances. We can provide you with further information about the right to be forgotten, if you ask for it.

13 How to complain

- 13.1 We hope that we can resolve any query or concern you raise about our use of your information. 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.