

ashfords

AllHires Applicant Privacy Notice



## Introduction

### What do I need to know?

Under the General Data Protection Regulation (GDPR), as an applicant for employment opportunities with Ashfords LLP, you have the right to know how your personal information is being used. You should know how your information is being stored, who is it being shared with, and for how long it is being retained. You also have a right to know how the most personal and sensitive data about you is being used. This Privacy Notice sets out our commitment to you, and the appropriate and secure use of your personal data.

### What is the purpose of this document?

Ashfords LLP is a "data controller" in respect of personal information which you submit with your job application. This means that we are responsible for deciding how we hold and use personal information about you. We are sharing this Privacy Notice with you because you are applying for a position with Ashfords LLP. Our aim is to make you aware of how and why your personal data will be used, namely for the purposes of the recruitment process, and how long it will be retained for. It provides you with certain information that must be provided under the GDPR.

## Data protection principles

When we use your data for the purposes of the recruitment process, we are required to comply with legislation which defines effective data protection principles as set out in the GDPR.

What this means is that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes of the recruitment process that we have clearly explained to you in this notice and any other information provided to you as part of the process. Your data will not be used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

## Data Collection and Use

### The kind of information we hold about you

In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you:

The information you have provided on our application form, including name, title, address/es, telephone numbers, personal email address, date of birth (if provided by you though we do not require it), employment history, academic achievements and qualifications.

Any information in your curriculum vitae (CV) or any covering letter.

Any information you provide to us during an interview.

Reference contact information

Any information obtained or provided as part of the application and selection process, such as outcomes of assessments.

### Special Category Data

We may also collect, store and use sensitive personal data, known as special category data, which is provided by you during the course of your application and assessment/interview process. 'Special category' data is data consisting of racial or ethnic origin, religious beliefs,, data concerning health and sexual orientation.

In addition, we may also collect, store and use:

- Information about criminal convictions and offences.

### How is your personal information collected?

We collect personal information about candidates from the following sources:

- You, the candidate.
- Your named referees, including former employers and character reference contacts from whom we collect the following categories of data:
  - position(s) held; and
  - dates of employment
  - feedback relating to the specific enquiry, which may include the referee's personal views, opinions and judgements relating to their context and connection with you.

### How we will use information about you

We will use the personal information we collect about you to:

- Assess your skills, qualifications, and suitability for the role.
- Carry out background and reference checks, where applicable.
- Conduct right to work checks.

- Communicate with you about the recruitment process.
- Keep records related to our hiring processes.
- Comply with legal or regulatory requirements.

It is in our legitimate interests to have access to information provided by you, which enables us to decide whether to appoint you to a role, given that our business requires recruitment into that role. We also need to process your personal information to decide whether our selection criteria has been met sufficiently in order to enter into a contract of employment with you.

Having received your application we will then process that information to decide whether you meet the essential requirements to be shortlisted for the role. Your experience, qualifications and evident skills and knowledge will be evaluated and if sufficient, you will be invited to meet with us at interview. We will use the information you provide to us during assessment centre to assess your overall suitability for the role, and to decide whether to offer you employment. If we decide to offer you the role, we will then take up references as part of the recruitment process.

#### **If you fail to provide personal information**

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully. For example, if we require details of referees and you fail to provide these, we will not be able to take your application further.

#### **How we use sensitive data**

Sensitive or 'special category' data is data consisting of racial or ethnic origin, religious beliefs, data concerning health and sexual orientation.

We will use your sensitive data in the following ways:

- If you have a disability we will only use information about your disability status to consider whether we need to make reasonable adjustments during the recruitment process and within the workplace if successfully appointed, for example whether additional time needs to be given during a timed assessment task.
- We will use information about your race or national or ethnic origin, religious beliefs or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.

#### **Information about criminal convictions**

Where we need to process information about criminal convictions we will inform you in advance.

We are entitled to carry out a DBS check where relevant to the role (such as Finance) and regulatory requirements (such as Solicitors Regulatory Authority (SRA)) in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for the role. We have in place an

appropriate policy document and safeguards which we are required by law to maintain when processing such data.

### **Automated decision-making**

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

## **Data sharing**

### **Why might you share my personal information with third parties?**

We will only share your personal information with the following third parties for the purposes of processing your application:

- recruitment and assessment portals, such as AllHires, our chosen graduate recruitment portal which holds information relating to all active recruitment processes;
- RARE Contextual Recruitment System (as described within the application form itself);
- regulatory and professional bodies (at the point of offering you employment with the Firm).

All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

### **Data security**

We have put 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-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place 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.

## **Data retention**

### **How long will you use my information for?**

For detail relating to how long we use and store your information, please refer to our Data Retention Policy through your AllHires account.

If you are successful in being appointed to the Firm, your personal information will be retained on your personnel file in accordance with our Employee Privacy Notice.

## Rights of access, correction, erasure, and restriction

### Your rights in connection with personal information

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

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Trainee Recruitment Team.

### Right to withdraw consent

When you applied for this role, you provided consent to Ashfords LLP for processing your personal information for the purposes of the recruitment exercise. You have the right to withdraw your consent for processing for that purpose at any time. To withdraw your consent, please advise AllHires. Once we have received notification that you have withdrawn your consent, we will no longer process your application and, subject to our retention policy, we will dispose of your personal data securely.

### Data protection enquiries

If you have any questions about this privacy notice or how we handle your personal information, please contact the Trainee Recruitment Team.

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.