

# **Anthony Collins Solicitors LLP**

## **Privacy Statement for Applicants**

As part of our recruitment process, Anthony Collins Solicitors LLP (ACS) collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations. You are under no statutory or contractual obligation to provide data to ACS 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.

### **Information that we collect**

We collect the information that we require to facilitate your application and our selection process:

This may include:

- 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 organisation needs to make reasonable adjustments during the recruitment process;
- confirmation that you have a current Disclosure and Barring Service certificate: and
- information about your entitlement to work in the UK

ACS may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment. We may also collect personal data about you from third parties, such as references supplied by former employers. We will only seek information from third parties once a job offer to you has been made and will inform you that we are doing so.

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

### **Why do we process your data?**

ACS process data to progress your application. We may also need to process your data to enter into a contract with you. In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts. ACS 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 us to manage the recruitment process,

assess and confirm a candidate's suitability for employment and decide who we will offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

ACS may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out these obligations and exercise specific rights in relation to employment.

### **Who has access to data?**

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

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you and employment background check providers to obtain necessary background checks.

### **How do we protect your data?**

We take the security of your data seriously.

We have 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. We hold paper documentation in secure cabinets.

Electronic data, including emails, is stored in our servers, which are located in the UK. Our cloud based email security service provider stores all incoming and outgoing emails in servers located within the European Union. All providers of cloud services that we use are accredited to the ISO27001 standard and store data within the EU.

### **How long will we store your data?**

If your application for employment is unsuccessful, we will hold your data on file for 12 (twelve) 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 your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) and retained during your employment.

## Your rights as a data subject

As a data subject, you have the following rights in relation to your personal data processed by us. You can:

- access and obtain a copy of your data on request;
- require us to change incorrect or incomplete data;
- require us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to us processing your data where ACS is relying on its legitimate interests as the legal ground for processing

## Exercising your rights, queries and complaints

For more information on your rights, if you wish to exercise any right or for any queries you may have or if you wish to make a complaint, please contact our Data Protection Coordinator at [rob.adams@anthonycollins.com](mailto:rob.adams@anthonycollins.com) or on 0121 214 3715.

## Complaints to the Information Commissioner

You have a right to complain to the Information Commissioner's Office (ICO) about the way in which we process your personal data. You can make a complaint on the ICO's website <https://ico.org.uk>.