

## HUMAN RESOURCES

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### Candidate Privacy Notice

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The Firm collects a range of information about you during our recruitment process and during employment, including:

- Your name and contact details
- Your qualifications, experience, skills, professional and employment history.
- Whether you have the right to work in the UK.
- Your current salary and benefits.
- Whether you have a disability. This includes special data and information necessary for equal opportunities monitoring and information about any disabilities so we can make any reasonable adjustments to the recruitment process and employment conditions. This special data is necessary for us to perform our obligations and protect the exercise of specific rights related to employment.

We will collect this information from your CV and covering letter, exam certificates, passport or other identity documents and interviews. We will then store the information on our internal IT systems and also in paper form in our HR department. We may share the information internally for recruitment purposes. Your name and CV may be shared with Partners/Directors who are involved in the recruitment and decision making process. All information submitted by you and recorded by the Firm may be accessed by members of the HR, IT and recruitment teams.

We may also obtain information from, and share your information with, former employers to obtain references. We will not share your data with any other third parties or transfer it outside the European Economic Area.

If your application is successful, we will keep your information on file for the period of your employment and for 12 months thereafter. If your application is unsuccessful we may, unless you request otherwise in writing, keep your information on file for 12 months in case we have any future suitable vacancies. After these times your information will be removed.

We have strict policies and controls in place to prevent the loss, accidental destruction, misuse or disclosure of your personal data.

#### **Why we handle your Personal Data**

We need to process personal data about you to:

- To meet our legitimate business interest of being able to manage the recruitment process, assess your suitability for the role, decide whether to employ you, and in some cases defend ourselves against a legal claim, which interests are properly balanced against your personal rights and freedoms.
- Take the necessary steps before entering into a contract with you.

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- Comply with our legal obligations, such as checking a right to work in the UK once employment starts.

As noted above included in this processing may be some special data necessary for us to perform our obligations related to employment.

### Your rights and obligations

Under data protection law, you have the right to:

- Obtain a copy of your personal data if you wish.
- Ask us to amend incorrect or out-of-date personal data.
- Ask us to erase or stop processing your data if it is no longer necessary for us to hold it for its original purpose.
- Object to us processing your data where we are relying on our legitimate interests as the legal basis for processing.
- Complain to the Information Commissioner's Office if you believe that we have breached your data protection rights.

You are not obliged to provide any personal data to the Firm during the recruitment process. However, if you do not, we will not be able to process your application properly.

### Automated decision making

We do not conduct any automated decision-making in recruitment.

### Contact Information

The data controller of your personal data is the Firm, Boodle Hatfield LLP and the Head of Data Protection is Simon Williams.