

## APPLICANTS PRIVACY NOTICE

When you apply for a role with us, we will collect information about you which we will need to process as we assess your application. This notice is to explain what types of personal data we will collect and hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation.

### 1 WHO COLLECTS THE INFORMATION?

HCR Legal LLP ('Company') is a 'data controller' and gathers and uses certain information about you. This information is also used by our group companies, namely Harrison Clark Rickerbys Limited and Medical Accident Group Limited (our 'group companies') and so, in this notice, references to 'we', 'us' and 'our' mean the Company and our group companies.

### 2 WHAT INFORMATION IS COLLECTED

We may collect the following information up to and including the shortlisting stage of the recruitment process:

- Your name and contact details (ie address, home and mobile phone numbers, email address).
- Details of your qualifications, experience, employment history (including job titles, salary and working hours) and interests.
- Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs.

We may collect the following information after the offer stage, and before making a final decision to recruit:

- 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.
- Information regarding your academic and professional qualifications.

- Information regarding your criminal record, in a criminal records certificate (CRC) or enhanced criminal records certificate (ECRC).
- Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information.
- Information relating to your health.
- Details of your referees.
- A copy of your driving licence.

You will be required to provide information requested to us to enable us to verify your right to work and suitability for the position. If you do not provide the information when requested, we may not be able to properly process your application.

### **3 HOW WE COLLECT THE INFORMATION**

Much of the information we collect will be provided by you, this can be from your application form, your CV/resume, a covering letter, and identification documentation. We may collect information from recruitment agencies, your former employers, your referees (details of whom you will have provided), your education provider, the Disclosure and Barring Service (DBS) and the Home Office.

### **4 WHY WE COLLECT THE INFORMATION AND HOW WE USE IT**

In the recruitment process, we will typically collect and use this information for the following purposes:

- to take steps to enter into a contract with you.
- for compliance with our legal obligations, such as making sure you have the right to work in the UK.
- carrying out reference checks and background checks
- for the performance of a task carried out in the public interest.
- for the purposes of our legitimate interests, for instance it can help us manage and improve our recruitment process and record keeping.
- because it is necessary for carrying out obligations or exercising rights in employment law.
- to monitor recruitment statistics in areas like equality of opportunity or treatment, promoting or retaining racial and ethnic diversity, what reasonable adjustments may be required for candidates with disabilities.
- to establish, exercise and/or defend any legal claims that may be brought by or against us in connection with your recruitment.

We will always try to ensure that the information we collect and process is proportionate to the role applied for and our obligations. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

## **5 WHO WILL SEE THE INFORMATION?**

We may need to share some of the above categories of personal information with other people, such as members of our HR team, managers of the teams with vacancies and the people holding interviews. We may share your information with third parties, such as recruitment agents. When we share your data, it is only to be processed for specified purposes. Those people receiving 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.

## **6 WHERE INFORMATION MAY BE HELD**

Information may be held at our offices and those of our group companies. Electronic information, such as that held within emails, is stored on our servers, including cloud servers, which are based in the UK.

## **7 HOW LONG WE KEEP YOUR INFORMATION**

We only keep the personal information that we obtain during the recruitment process for as long as 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.

If your application is unsuccessful, we will keep recruitment information (including interview notes) for no longer than is reasonable, taking into account the limitation periods for potential claims such as race or sex discrimination (as extended to take account of early conciliation), after which they will be destroyed. If there is a clear business reason for keeping recruitment records for longer than the recruitment period, we may do so but will first consider whether the records can be anonymised, and the longer period for which they will be kept. We will usually hold your data on file for 2 years following the recruitment period for the relevant role.

If your application is successful, we will keep the recruitment information that is necessary in relation to your employment and this will be held for 2 years.

## 8 YOUR RIGHTS AS A DATA SUBJECT

You have the following rights as a data subject in relation to the information we hold and process about you. You can ask us:

- to correct data that is incomplete or incorrect.
- for a copy of or access to your personal data
- to stop processing or delete your personal information in certain circumstances (known as the 'right to be forgotten'). Some of the information may not be able to be deleted but may be anonymised.

You can also object to us processing your information for our legitimate interests. You have the right to object to that processing if you give us specific reasons why you are objecting. 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 claim.

Please contact our Data Protection Officer (DPO), Alison Harper, by emailing [GDPR@hcrlaw.com](mailto:GDPR@hcrlaw.com) for more information, if you would like to ask us about these rights or if you have any questions about this notice.

If you wish to make a complaint about how we process your data, please contact Alison Harper. You also have the right to complain to the Information Commissioners Office (ICO) about the way we process your data. You can find the information on their [website](#).

## 9 KEEPING YOUR PERSONAL INFORMATION SECURE

We have policies and procedures as well as security measures in place to make sure your personal data is not accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you of a suspected data security breach where we are legally required to do so.

## 10 EXCLUSIONS

We will not be able to delete your information whilst in an "active" recruitment process,(you are currently being interviewed or under offer). Your information can be removed when the

recruitment process is complete (the candidate withdraws or is rejected from the process). Should you be successful and be offered a role with HCR, we will retain your data for the 2 year period as outlined in section 7 above. Should you wish to withdraw your data, the information held will be anonymised so that it may be used only for reporting purposes.