

## **Hay & Kilner LLP – Privacy Notice for Applicants**

Hay & Kilner LLP is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. You are being sent a copy of this privacy notice because you are applying for work with us (whether as an employee, worker, or for a temporary placement including work experience or a vacation scheme). It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for. It provides you with certain information that must be provided under the General Data Protection Regulation ("GDPR").

### **Data protection principles**

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not 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.

### **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 to us in your curriculum vitae and covering letter, where relevant.
- The information you have provided on our application form, including name, title, address, telephone number, personal email address, date of birth, gender, employment history, qualifications, and experience.

- Any information you provide to us during an interview or assessment.
- Information about your credit history.

We may also collect, store and use the following types of more sensitive personal information:

- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.
- Information about your health, including any medical condition, health and sickness records.
- Information about criminal convictions and offences.

### **How is your personal information collected?**

We collect personal information about applicants from the following sources:

- You, the applicant.
- Recruitment platforms or agencies through which you have made your application.
- Disclosure and Barring Service in respect of criminal convictions.
- Credit reference agencies.
- Your named referees.

### **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 reference checks, where applicable.
- 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 decide whether to appoint you to the role you have applied for since it would be beneficial to our business to appoint someone to that role.

We also need to process your personal information to decide whether to enter into a contract of employment with you.

Having received your CV, covering letter and/or your application form, we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to invite you for an interview. If we decide to call you for an interview, we will use the information you provide to us at the interview to decide whether to offer you the role. If we decide to offer you the role, we will then take up references and may carry out a criminal record check and check your entitlement to work in the UK before confirming your appointment.

### **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.

### **How we use particularly sensitive personal information**

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

- We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during a test or interview.
- We 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.

### **Information about criminal convictions**

We envisage that we may need to process information about criminal convictions.

We will collect information about your criminal convictions history if we would like to offer you the role (conditional on checks and any 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. In particular:

- We are required by the Solicitors Regulation Authority (“**SRA**”), the Legal Aid Agency, Lexcel and the Conveyancing Quality Scheme to carry out criminal record checks for certain roles and disclose whether someone has a conviction or has been the subject of a bankruptcy petition or has been subject to regulatory investigations/sanctions by SRA, FCA, LEO, Solicitors Disciplinary Tribunal etc.

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 may share your personal information with our third-party service providers such as the providers of IT services, recruitment platforms, offsite storage of computer data, maintenance of office machines, telephone and call recording services, photocopying, and shredding of confidential documents.

All our third-party service providers 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?**

How long we retain your information will depend upon the role you have applied for.

### **Where you have applied for a place on the vacation scheme or a training contract with us:**

- If you have entered your information into the application system or started an application but have not submitted an application, we will retain your information for 8 months following your acknowledgement of this privacy notice.
- If you are offered a place on a vacation scheme, we will retain your information for 2 years following the submission of the successful application.
- If you are offered a training contract, we will retain your information in accordance with the Firm's Data Retention Policy.
- If you are not offered a training contract or vacation scheme, we will retain your information for 2 years following the submission of the unsuccessful application.

If you have applied for a non-training contract position, we will retain your information for 6 months following the end of the recruitment campaign for that particular role.

If your application is successful, we will issue you with a new fair processing notice and inform you of the retention periods for employment records.

We retain your personal information for the above periods so that we can consider you for future roles and show, in the event of a legal claim, that we have not discriminated against applicants on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with our data retention policy and applicable laws and regulations.

We may retain your personal information on file for the above time periods on the basis that a further opportunity may arise in future and we may wish to consider you for that. This may include, but shall not be limited to, a role as a paralegal.

## **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 **ben.jackson@hay-kilner.co.uk** in writing.

## **Right to withdraw consent**

Where you have provided your consent to us 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 contact **ben.jackson@hay-kilner.co.uk**. 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 officer**

We have appointed a data protection officer (“**DPO**”) to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the DPO at **ben.jackson@hay-kilner.co.uk**. 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.