

## **12KBW PRIVACY NOTICE FOR STAFFING APPLICANTS**

12KBW (“Chambers”) is data controller for the purposes of processing applicants’ data. Chambers collects and processes personal data as part of the process of recruiting any member of staff. This notice also applies to applications for work experience. Chambers is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

### **COLLECTION OF PERSONAL DATA**

Chambers collects and processes a range of personal data about you. This includes:

- a. name, address and contact details, including email address and telephone number, date of birth;
- b. qualifications, skills, experience and employment history;
- c. current remuneration information, including benefits such as pensions etc;
- d. nationality and entitlement to work in the UK;
- e. medical or health conditions, including whether or not you have a disability for which Chambers needs to make reasonable adjustments; and
- f. personal data collected in the course of taking references in support of an application or in checking for any criminal record.

Chambers may collect this information from you, from application forms or CVs, from correspondence with you, or through interviews and aptitude tests.

Chambers may collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks permitted by law. Chambers seeks information from third parties with your consent only.

### **WHY WE PROCESS PERSONAL DATA**

We need to process personal data:

- a. to consider and process your application;

- b. to check an employee's entitlement to work in the UK and to comply with health and safety laws;
- c. to run a recruitment process and to respond to and defend against any legal claims;
- d. to process special categories of personal data with the data subjects explicit consent e.g. where specific medical and health information has been voluntarily disclosed to enable us to make reasonable adjustments for interview.

### **SHARING OF YOUR DATA**

Your information may be shared internally, including with Members of Chambers and staff involved in recruitment.

Chambers will share your data with third parties in order to obtain references and/or necessary criminal records checks from the Disclosure and Barring Service.

### **TRANSFER OF DATA OUTSIDE OF THE EEA**

Please note that Chambers does not transfer data outside of the EEA for marketing purposes. In the event there is a requirement to transfer data outside of the EEA from time to time, we will take all necessary steps to ensure the data is afforded the same safeguards and controls as those applied within the EEA.

### **DATA RETENTION**

If your application is unsuccessful Chambers will hold your relevant personal data for a maximum of one year from the final determination of your application before it is destroyed. This is to enable us to answer any queries and defend against a potential legal claim.

If your application is successful, personal data collected during the recruitment process will be transferred to your personnel file. The periods for which your data will be held will be specified in Chambers retention & Disposal (Administration) Policy, a copy of which can be found on Chambers Shared Drive or requested from the Head of HR, Administration & Compliance.

## **YOUR RIGHTS**

You have the right to object to the processing of your personal data for the purposes referred to in this notice; however, this may prevent us from considering your application. You also have the right to request a copy of, deletion of or correction of, your personal data; however, the deletion of your personal data will also prevent us from considering your application. To do so, please email [patel@12kbw.co.uk](mailto:patel@12kbw.co.uk).

Full details of these rights are set out in articles 15 to 21 of the GDPR.

If you believe that the Service Company has not complied with your data protection rights, you can complain to the Information Commissioner <https://ico.org.uk/>.

## **CHANGES TO OUR PRIVACY POLICY**

Any changes we make to our privacy policy in the future will be posted on our website and, where appropriate, notified to you by e-mail.

## **CONTACT**

Questions, comments and requests regarding this privacy policy should be addressed to [patel@12kbw.co.uk](mailto:patel@12kbw.co.uk)

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