



Privacy Notice – Job Applicants

Knill James is committed to protecting the security and privacy of your personal information.

This privacy notice provides you with the necessary information regarding your rights and our obligations, and describes how we collect and use personal information about you during the recruitment process in accordance with the General Data Protection Regulation (GDPR).

As a Data Controller, Knill James is responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

Information that we collect

Personal data, or personal information means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

The information Knill James collects, stores & processes during the course of the recruitment process includes:

- Personal contact details such as name, title, address, telephone numbers, and personal email addresses.
- Details of your qualifications, skills, experience and employment history
- Information about your current remuneration and benefit entitlements
- Information about your entitlement to work in the UK
- Information about criminal convictions spent or otherwise

How is this information collected

Knill James may collect this data in a variety of ways, for instance through application forms, CV's, identity documents, correspondence with you, interviews or other forms of assessment.

In some cases data may come from third parties, such as employment agencies and references supplied by previous employers. The firm will only request reference information from third parties once a job offer has been made.

Data will be stored in a range of places, including HR electronic and paper filing systems and e-mails.

How we use your personal data

The firm needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The firm 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 the firm to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The firm may also need to process data from job applicants to respond to and defend against legal claims.

The firm may process information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

For some roles, the firm is obliged to seek information about criminal convictions and offences. Where the organisation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, the organisation may keep your personal data on file in case there are future employment opportunities for which you may be suited. We will however, only hold your data in line with our retention policy as set out below.

Who has access to data

Your information may be shared internally for the purpose of the recruitment exercise. This includes members of the HR team, Partners, any person involved in the recruitment process, other Directors/Managers from the relevant business area and reception staff in the arrangements of interviews/assessment.

The organisation will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment.

The firm will not transfer your data outside the European Economic Union.

Data Security

We take the security of your data seriously and have 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 only to those employees who require access during the recruitment process. Data is held on secure IT systems and in lockable cabinets.

Data Retention

If your application for employment is unsuccessful, we will hold your data on file for 6 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 personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

Your Rights

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 exercise any of these rights, please contact HR Partner, Knill James, One Bell Lane, Lewes, BN7 1JU or send a request to careers@knilljames.co.uk

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to us 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.

Automated decision-making

Recruitment processes are not based solely on automated decision-making.