

## Job Applicant Privacy Notice

Fisher German Ltd is committed to processing your data securely and transparently. This privacy notice sets out the types of data we hold on you, how we use that information and how long we keep it for. Please read this privacy notice carefully to understand our views and practices and what your rights are regarding your personal data.

### Data Controller Details

For the purpose of data protection legislation, the data controller is Fisher German Ltd, 40 High Street, Market Harborough, Leicestershire LE16 7NX.

### Read more

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### What information do we collect about you?

We will collect and process the following data about you during a recruitment exercise. This is information about you that you either provide us with or is created during a recruitment exercise and will come from internal sources such as recruiting managers:

- Information included on your CV and covering letter, including name, address, phone numbers, references, education history and employment history
- Interview notes made by recruiting managers, other panel members and HR
- Information used for equal opportunities monitoring about your ethnic origin, religion or belief and sexual orientation
- Documentation relating to your right to work in the UK eg copy of your passport
- In some cases, we will collect data about you from third parties, such as employment agencies, former employers when gathering references or credit reference agencies

### Why do we collect this information?

Information you give to us during the recruitment process is used to help us short list the best candidates for interview and ultimately make a decision on who we appoint to the role. We also collect this information to ensure we are complying with our legal requirements and so we can carry out activities which are in the legitimate interests of the firm:

- **Legal requirements.** We will use this information to ensure we are complying with our legal obligations:
  - To carry out checks in relation to your right to work in the UK
  - To make reasonable adjustments if you have a disability

- **Legitimate interests of the firm.** We will use this information so that we can carry out activities which are in the legitimate interests of the firm:
  - Making decisions about who to offer employment to
  - Making decisions about salary and other benefits
  - Assessing your training needs
  - Dealing with legal claims made against us

### **Special categories of data**

- Where we process special categories of sensitive personal information relating to your racial or ethnic origin, political opinions, religious and philosophical beliefs, trade union membership, biometric data or sexual orientation, we will always obtain your explicit consent to those activities unless:
  - this is not required by law
  - the information is required to carry out our legal obligations or to exercise rights in connection with employment
  - you are incapable of giving consent and we need to protect your vital interests
  - you have already made the information public or where it is needed in the public interest, such as for equal opportunities monitoring.

### **Criminal conviction data**

- We will only collect criminal data where it is appropriate given the nature of your role and where the law permits us. We only use criminal conviction data as part of our screening procedure if this is required as part of our contract with a client.
- We rely on the lawful basis of legitimate interests of our business and our clients (where it forms part of their contractual requirements) to process this data. You may raise an objection to this as set out further below.

### **How long do we keep hold of your information?**

- We will keep your information for as long as is necessary for the purpose it was collected.
- If your application is not successful and we have not sought consent, or you have not provided consent for us to keep your data on file for future job vacancies, we will keep your data for six months once the recruitment exercise ends. At the end of this period, we will delete or destroy your data.
- If you have provided consent for us to keep your data on file for future job vacancies, we will keep your data for twelve months once the recruitment exercise ends. At the end of this period, we will delete or destroy your data.
- If your application is successful, your data will be kept and transferred to the systems we use for our personnel. We have a separate personnel privacy notice, which will be provided to you at the time of your appointment.

This period has been selected as it is in line with the Chartered Institute of Personnel and Development (CIPD) suggested retention period.

### **Who might we share your information with?**

You agree that, for the purposes set out in the *Why do we collect this information?* section set out above, we have the right to share your personal information with:

- Colleagues within the firm, where it is necessary for them to undertake their duties with regard to recruitment. This includes the:
  - HR department
  - Recruiting manager and other interview panel members as required
  - IT department where you require access to our systems to undertake any assessments as part of the recruitment process

- Fisher German LLP (including its members), given that this is the entity that owns Fisher German Limited

We only disclose information about you to third parties if you are successful in your job application. In these circumstances, we will share your data to obtain:

- references as part of the recruitment process
- criminal records check where your contract requires one

### **How is your data stored and kept secure?**

At Fisher German, we make your safety and security our top priority and we are committed to protecting your personal and financial information. All information kept by us is stored on our secure servers.

Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

Where we share your data with third parties, we provide written instructions to them to ensure that your data is held securely and in line with GDPR requirements. Third parties are also required to implement appropriate technical and organisational measures to ensure the security of your data.

We do not share your data with bodies outside of the European Economic Area.

### **What are your rights?**

The law relating to data protection gives you certain rights in relation to the information we hold about you.

You can exercise these rights at any time by contacting the Data Protection Officer at Fisher German Ltd, 40 High Street, Market Harborough, Leicestershire LE16 7NX or emailing us at [dataprotection@fishergerman.co.uk](mailto:dataprotection@fishergerman.co.uk). You have the right:

- to be informed about how we use the information we hold about you;
- to request from us access to personal data held about you. To do so you should make a Subject Access Request (SAR).
- to ask for the personal data we hold about you to be rectified if it is inaccurate or incomplete;
- to ask for personal data to be erased, provided that:
  - the personal data is no longer necessary for the purposes for which it was collected;
  - you withdraw consent (if the legal basis for processing is consent);
  - you exercise your right to object, set out below, and there are no overriding legitimate grounds for processing;
  - the data is unlawfully processed;
  - the data needs to be erased to comply with a legal obligation;
- to ask for the processing of personal data to be restricted if:
  - the accuracy of that data is contested;
  - the processing is unlawful;
  - the personal data is no longer necessary for the purposes for which it was collected;
  - you exercise your right to object (pending verification of whether there are legitimate grounds for processing);
- to object to processing. You may object to us processing the data 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.

- to ask for data portability. You may transfer the data we hold about you for your own purposes.
- To object to any automated decision making and profiling of personal data. You have the right not to be subject to automated decision making in any way that adversely affects your legal rights.
- where the processing of your personal data is based on consent, you can withdraw that consent at any time.

**Accessing your personal information.** You have the right to a copy of the information we hold about you. You may make a subject access request by contacting [dataprotection@fishergerman.co.uk](mailto:dataprotection@fishergerman.co.uk). Any access request will be processed as required by law and will be free of charge. However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

## Cookies

We use cookies and similar technology to distinguish you from other users of our site. This helps us to provide you with a good experience when you use our site and also allows us to improve our site.

We use the following cookies for the following purposes:

- **Strictly necessary cookies.** These are cookies that are required for the operation of our website. They include, for example, cookies that enable you to log into secure areas of our website.
- **Analytical/performance cookies.** They allow us to recognise and count the number of visitors and to see how visitors move around our website when they are using it. This helps us to improve the way our website works, for example, by ensuring that users are finding what they are looking for easily.
- **Functionality cookies.** These are used to recognise you when you return to our website. This enables us to personalise our content for you and remember your preferences.
- **Targeting cookies.** These cookies record your visit to our website, the pages you have visited and the links you have followed. We will use this information to make our website more relevant to your interests.

You can find more information about the individual cookies we use following the launch of our new website.

You can block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our site.

## Complaints

Should you have any issues, concerns or problems in relation to your data, or wish to notify us of data which is inaccurate, please let us know by contacting us using the contact details below. In the event that you are not satisfied with our processing of your personal data, you have the right to lodge a complaint with the relevant supervisory authority, which is the Information Commissioner's Office (ICO) in the UK, at any time. The ICO's contact details are available at <https://ico.org.uk/concerns/>.

## Contact us

Our Data Protection Officer (DPO) is Miss G C Phillipson.

If you have any queries, complaints or requests please contact the Data Protection Officer, Fisher German Ltd, 40 High Street, Market Harborough, Leicestershire LE16 7NX or email [dataprotection@fishergerman.co.uk](mailto:dataprotection@fishergerman.co.uk).

### **Changes to our privacy notice**

This privacy notice may be updated from time to time. Please check frequently to see any updates or changes.