

Applicant Privacy Notice

Introduction

Birketts LLP have created this privacy notice to ensure that we meet legal and regulatory requirements in relation to the management and protection of your personal data as per the Data Protection Act 2018. This Privacy Notice details what data we collect about you, why we collect it, how we protect it, whom we share it with and how long we retain it. We also provide information on how you can exercise your data protection rights in Appendix A of this Notice.

What information do we collect about you?

The personal data we collect about you, is personal data you have provided to us in order to process your application for employment. You may have provided us with personal data through emails, letters, telephone calls, social networking or other online platforms.

The data we collect about you in order to process your application for employment is as follows:

- Your name
- Your address
- Your telephone number and email address
- Your CV
- Your educational background / qualifications / training / skills / work experience
- Hobbies and interests (if you have provided this)

How do we use this information?

Birketts LLP will use the personal data you have provided to us in order to process your application for employment. The personal data provided during the application process is used to compare to job specification in order to confirm suitability to the role(s) you have applied for and to maintain contact with you throughout the application process.

Birketts do not use automated profiling or decision making during the application process.

Sharing your personal data

Birketts LLP will share applicant data internally – our HR department and the hiring manager(s) will be provided with your application data. Birketts LLP will not share your data externally unless required to do so for legal purposes. Your personal data will not be shared outside of the European Economic Area (EEA) unless Standard Contractual Clauses (SCC's) are in place.

How long will we retain your data?

We will retain your application data for 3 years from the date you provided it to us, although it may be traceable in email for up to 20 years.

How do we protect your personal data?

Birketts LLP use a wide range of security techniques in order to protect your personal data, these controls include:

- A certified ISO27001 Information Security Management System
- Cyber Essentials Plus Certificate
- Robust and up to date anti-malware programs
- Network security, monitoring and alert systems
- Employee information security training and awareness programs

- Supplier / service provider security monitoring
- Strict access control
- Use of secure passwords and 2-factor authentication
- Vulnerability scanning and patching
- Encryption
- Email security system
- Audit and event logging

Your rights

As per the Data Protection Act 2018, you have rights in relation to the management of your personal data. Birketts LLP ensures that you are able to exercise those rights at any time by contacting the Data Protection Officer (DPO) detailed in Appendix A of this Notice.

You have a right to request:

- access to the personal data we hold about you
- to have your data delivered to you in portable, readable and useable format
- a restriction of make an objection to the processing of your personal data
- your data be corrected or updated if you believe the data we hold about you is incorrect
- erasure of your data from our systems

Note: When making a request in relation to the processing of your personal data, the Birketts DPO will log this as a Subject Access Request (SAR) and will respond to your request within 30 days.

Appendix A

The following contacts details have been provided in order for candidates to exercise their data protection rights.

If you wish to make a Subject Access Request, please contact the Data Protection Officer sarah-ralph@birketts.co.uk who will respond to you within 30 days.

If you wish to make a complaint about the way Birketts LLP processes your personal data, you may make a complaint to the Information Commissioners Office who can be contacted via the following means:

Information Commissioners Office,

Wycliffe House,

Wilmslow,

Cheshire,

SK9 5AF.

Tel: 0303 123 1113

Or, you may access the ICO reporting portal which can be found here: <https://ico.org.uk/make-a-complaint/>