

Ellacotts LLP – Job Applicant Privacy Notice

Data controller: Ellacotts LLP, Countrywide House, 23 Westbar, Banbury, OX16 9SA

Person responsible for Data Protection: The Managing Partner

As part of any recruitment process, the Firm collects and processes personal data relating to job applicants. Ellacotts LLP (“the Firm”) is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the Firm collect?

The Firm collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number(s);
- details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers and with the Firm;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the Firm needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK;

The Firm collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

The Firm will also collect personal data about you from third parties, such as references supplied by former employers. The Firm will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in the Firm’s HR management systems and in other IT systems (including the Firm’s email system).

Why does the Firm process personal data?

The Firm needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, 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.

Where the Firm relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The Firm processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, the Firm will keep your personal data on file for 12 months in case there are future employment opportunities for which you may be suited. You are free to withdraw your data at any time by emailing hr@ellacotts.co.uk

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR team, interviewers involved in the recruitment process and managers in the business area with a vacancy.

The Firm 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 then share your data with former employers to obtain references for you as well as other relevant third parties in accordance with the Ellacotts LLP Partners and Employee Privacy Notice.

The Firm will not transfer your data outside the European Economic Area.

How does the Firm protect data?

The Firm takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does the Firm keep data?

If your application for employment is unsuccessful, the Firm will hold your data on file for up to 12 months after the end of the relevant recruitment process. At the end of that period or once you ask to withdraw your data, your data is deleted.

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, the Ellacotts LLP Partner and Employee Privacy Notice.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the Firm to change incorrect or incomplete data;
- require the Firm to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the Firm is relying on its legitimate interests as the legal ground for processing; and
- ask the Firm to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the Firm's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the managing partner, David Stevens. If you believe that the Firm 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 the Firm during the recruitment process. However, if you do not provide the information, the Firm may not be able to process your application properly or at all.

Automated decision-making

Recruitment processes are not based on automated decision-making.