

# **St Johns Buildings Ltd**

## **Privacy Notice relating to Job Applicants**

### **Introduction**

As part of our recruitment process, Chambers collects and processes personal data relating to job applicants. Chambers is committed to being transparent about how it collects and uses that data, to meeting its data protection obligations and adheres to the principles of the General Data Protection Regulation (GDPR), 2018.

### **The types of information we collect**

Chambers collects a range of personal information about you. This includes:

- your name, address and contact details, including email address, home address and telephone number(s);
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which Chambers needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK;
- Disclosure and Barring Services (DBS) checks where we have a legal right or reason for doing so (in most cases this will be a basic check, unless the role type requires a higher level of check);
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief;
- any other information you may submit in your CV or application form;
- records relating to any interview and selection processes in which you are involved.

This data may be collected in a variety of ways, e.g. from 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.

Chambers may also collect personal data about you from third parties, such as references supplied by former employers.

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

### **Why we process personal data**

Chambers needs to process this data to take steps at your request prior to potentially entering into a contract with you. It may also need to further process your data in order to enter into a contract with you.

In some cases, Chambers 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.

Chambers 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 Chambers to manage the recruitment process, assess and confirm a candidate's suitability for employment and make decisions about who to offer employment to. Chambers may also need to process data from job applicants to respond to and defend against legal claims.

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Chambers may process information about whether or not applicants are disabled in order 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.

Where Chambers processes other special categories of data, such as information about ethnic origin, age, sexual orientation, disability or religion or belief, this is for equal opportunities monitoring purposes. Chambers is required by the Bar Council and Bar Standards Board to monitor equality and diversity in its recruitment processes.

Chambers will not use your data for any purpose other than the recruitment exercise for which you have applied, without seeking your consent to do so.

We seek a basic level DBS check for most roles because of the nature of the data that employees have access to. Higher level checks will only be performed for roles meeting the DBS eligibility criteria. We have a policy on the Recruitment of Ex-Offenders which is available on our website and from the Human Resources department.

#### **Who has access to this data**

Your information may be shared internally for the purposes of the recruitment exercise. This includes: members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

Chambers will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. Chambers will then share your data with former employers to obtain references for you and with the Disclosure and Barring Service (DBS) in order to administer relevant recruitment checks and procedures.

Chambers will not transfer your data outside the European Economic Area.

#### **How Chambers protects your data**

Chambers 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. Chambers' Policies regarding Data Protection can be obtained from the Human Resources team ([human.resources@stjohnsbuildings.co.uk](mailto:human.resources@stjohnsbuildings.co.uk))

#### **How long Chambers retains your data**

If your application for employment is unsuccessful, Chambers will hold your data on file for one year after the end of the relevant recruitment process. If, on request, you agree to allow Chambers to keep your personal data on file beyond that year, Chambers may hold your data on file for a further time period which will be specified to you when requested, for consideration for future employment opportunities. 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.

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DBS checks will be securely destroyed no later than 6 months after receipt, in keeping with the ICO's Employment Practice Code, with only a basic record of the check having been made - and whether the outcome was satisfactory or not - being retained.

#### **Your rights**

As a data subject, you have a number of rights:

- The right to be informed about the collection and use of your personal data and the purposes for this (which are set out in this Privacy Notice);
- The right of access to your personal data;
- The right to rectification to change incorrect or incomplete data;
- The right to stop or restrict processing in certain circumstances, for example where the data is no longer necessary for the purposes of processing; and
- The right to object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing.

Further details of these rights is available at: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you would like to exercise any of these rights, please contact Helen Power, Head of HR, [helen.power@stjohnsbuildings.co.uk](mailto:helen.power@stjohnsbuildings.co.uk)

If you believe that Chambers has not complied with your data protection rights, please contact Helen Power, Head of HR, as above and/or 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 Chambers during the recruitment process. However, if you do not provide the information, Chambers may not be able to process your application properly or at all.

#### **Automated decision-making**

Our recruitment processes are not normally based solely on automated decision-making.

However, we may for some vacancies use external web services which will carry out some automated decision-making based on whether you are able to confirm that you have certain specified skills, qualifications and/or experience which are deemed essential for the role. If that is the case and you are unable to respond affirmatively, because you do not meet the essential criteria, it is possible that your application may not be further progressed.

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