

**CANDIDATE PRIVACY POLICY**

As part of any recruitment process, the firm collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

We collect a range of information about you, including:

* Your name and contact details;
* Your qualifications, skills, experience and employment history;
* Information about your entitlement to work in the UK;
* Whether or not you have a disability for which the firm needs to make reasonable adjustments during the recruitment process; and
* Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.

We will collect this information from various sources including data contained in application forms, CVs, passports or other identity documents, or through interviews or other forms of assessment.

We will store information about you on our secure internal IT systems, which can only be accessed by our HR team and certain members of our IT team. We may share the information internally with individuals in the firm who are directly involved in the recruitment and decision making process.

We will not share your data with third parties, unless your application is successful and we make a job offer to you. We will then share your data with former employers to obtain references for you and, where relevant, other background check providers and the Disclosures and Barring Service to obtain necessary criminal records checks. We will not transfer your data outside the European Economic Area.

If your application is successful, information gathered during the recruitment process will be transferred to your personnel file and retained during your employment with us. The periods for which your data will be held will be provided to you in a new privacy notice.

If your application is unsuccessful, we will hold your data on file for 12 months after the end of the relevant recruitment process. At the end of that period, or once you withdraw your consent, your data will be deleted.

We take the security of your data seriously. We have 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 and/or partners in the proper performance of their duties.

**Why do we process your personal data?**

* To meet our legitimate business interest of managing a proper recruitment process, assessing and confirming a candidate's suitability for employment and deciding to whom to offer a job. We may also need to process candidates' data to respond to and defend against legal claims. Our legitimate business interests are balanced against your personal rights and freedoms;
* To take the necessary steps to enter into a contract with you; and
* To comply with our legal obligations, for example we are required to check a successful applicant's eligibility to work in the UK before employment starts.

**Your rights**

As a data subject, you can:

* access and obtain a copy of your data on request;
* ask us to change/update incorrect or incomplete data;
* ask us 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 we are relying on our legitimate business interests as the legal ground for processing; and
* ask us to stop processing your data for a period of time if data is inaccurate or there is a dispute about whether or not your interests override our legitimate grounds for processing data.

You are under no obligation to provide us with your data 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**

We do not carry out any automated decision-making in our recruitment processes.

**Data controller**

Wedlake Bell LLP, 71 Queen Victoria Street, London, EC4V 4AY

**Data Protection Officer**

James Castro-Edwards, Partner, Wedlake Bell LLP, 71 Queen Victoria Street, London, EC4V 4AY