



GDPR PRIVACY NOTICE FOR JOB APPLICANTS

1. Introduction

The aim of this Policy is to inform any prospective employee about how Ware & Kay Solicitors Ltd processes their personal data. It can be obtained from the firm's websites (www.warekay.co.uk or www.pearslaw.co.uk) or upon request.

This policy will be supplied to job applicants on each receipt of personal data.

2. Scope

This policy applies to all job applicants from the European Union who are EU residents who we will consider for a vacancy.

3. Our compliance with data protection principles

Any data requested will be used for recruitment purposes only.

We will only collect the amount and types of data that are absolutely necessary for our recruiting purposes.

The firm generally does not require job applicants to supply sensitive data such as disability information or cultural and genetic information. If, however, we will require such data in the future we will do so only after we have obtained your consent.

We will take every reasonable step to make sure that any personal data we process is accurate and kept up to date. All inaccurate or outdated data will be deleted or amended.

We will take every reasonable step to protect your data against unauthorised access.

4. How we may obtain your personal data

We may obtain your personal data in the following ways:

- Supplied from you
- Supplied from the agency
- Supplied from the referee
- Third party during checks (for example the Solicitors Regulation Authority)

We will only obtain your data from the above sources.

5. What information and for how long will we retain your personal data?

Usually we will retain the following:-

- Interview notes
- Your CV
- Your covering letter
- References from contacts you gave us
- Interview assessment

- Any other documents or certificates (copies of) that you supplied to us
- Confirmation of any qualification checks.

It is not currently the firm's policy to ask for medical examinations but this could form part of a future recruitment process.

The firm will keep all data that we obtained about you if you are not considered for a further role for no longer than 12 months (but a minimum of 6 months) from receipt.

6. Where we store your data

We will store your data in a secure way on our electronic system.

7. Your rights

At any time you may request us to:

- inform you which of your personal data we retain
- rectify your personal data; and
- delete your personal data that is in our possession.

If you withdraw your consent for us to hold your personal data, we will delete it.

8. How to issue a request and how long it will take to process your request

We accept all requests listed above in written form issued to dataprotection@warekay.co.uk or our registered address (please see Company information section below).

We will process such request without undue delay and in any event within one month.

9. How we protect your data

When you give us personal data we take steps to ensure that it is stored securely and confidentially. Your email address and the contents of any emails passing between us are transmitted normally over the internet and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal data, we cannot guarantee the security of any information you transmit to us and you do so at your own risk. Once we receive such information we store it securely and confidentially on our systems.

10. How we deal with a data protection breach

If we think that you may be affected by a data protection breach we will inform you about this as soon as possible.

We will also report any serious breach to the Information Commissioner's Office (ICO) within 72 hours.

11. Complaints

If you wish to raise a complaint on how we have handled your personal data you can contact our Client Services Director by email addressed to peter.kay@warekay.co.uk or write to him using the registered address provided below. He will then investigate the matter. If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you can complain to the ICO.

Company information

Ware & Kay and Pearsons & Ward are trade names of Ware & Kay Solicitors Ltd.

Ware & Kay Solicitors Ltd is a limited company registered in England & Wales (Registered number: 8842594) and is authorised and regulated by the Solicitors Regulation Authority (SRA no: 611838). The registered address is: Sentinel House, Peasholme Green, York YO1 7PP.