

## Job Applicant Privacy Notice

EQ Accountants LLP is aware of its obligations under the General Data Protection Regulation (GDPR) and is committed to processing your data securely and transparently. This privacy notice sets out, in line with GDPR, the types of data that we collect and hold on you as a job applicant. It also sets out how we use that information, how long we keep it for and other relevant information about your data.

### Data controller details

The Firm is a data controller, meaning that it determines the processes to be used when using your personal data. Our contact details are as follows:

EQ Accountants LLP

14 City Quay

Dundee

DD1 3JA

[dataprotection@eqaccountants.co.uk](mailto:dataprotection@eqaccountants.co.uk)

Tel No. 01382 312100

### Data protection principles

In relation to your personal data, we will:

- process it fairly, lawfully and in a clear, transparent way
- collect your data only for reasons that we find proper for considering you for a position with the Firm
- only use it in the way that we have told you about
- ensure it is correct and up to date
- keep your data for only as long as we need it
- process it in a way that ensures it will not be used for anything that you are not aware of or have consented to (as appropriate), lost or destroyed

### Types of data we process

We collect a range of data about you, including:

- your personal details including your name, address, date of birth, email address, phone numbers
- details of your education history, qualifications, skills, experience, employment history, professional qualifications/memberships, references
- whether or not you have a disability for which the Firm needs to make reasonable adjustments during the recruitment process
- documentation relating to your right to work in the UK
- salary and additional benefits information

### How we collect your data

We collect data about you in a variety of ways including the information you would normally include in a CV or a job application cover letter, or notes made by our HR team or Managers during a recruitment interview. If successful, further information will be collected directly from you when you complete forms at the start of your employment, for example, your bank details and next of kin information. Other details may be collected directly from you in the form of official documentation such as your driving licence, passport or other right to work evidence.

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In some cases, we will collect data about you from third parties, such as employment agencies or former employers when gathering references.

Personal data will be stored electronically on our IT and HR systems and/or as paper copies in personnel files within our HR department.

### **Why we process your data**

We need to process your data to take the necessary steps prior to entering into a contract with you. We may also need to process your data to enter into a contract with you.

We need to collect your data to ensure we are complying with legal requirements such as:

- carrying out checks in relation to your right to work in the UK and
- making reasonable adjustments for disabled employees.

We also collect data so that we can carry out activities which are in the legitimate interests of the Firm, such as:

- making decisions about who to offer employment to
- making decisions about salary and other benefits
- assessing training needs
- dealing with legal claims made against us

### **Special categories of data**

EQ Accountants LLP may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out our obligations and exercise specific rights in relation to employment.

We do not need your consent if we use special categories of personal data in order to carry out our legal obligations or exercise specific rights under employment law. However, we may ask for your consent to allow us to process certain particularly sensitive data. If this occurs, you will be made fully aware of the reasons for the processing. As with all cases of seeking consent from you, you will have full control over your decision to give or withhold consent. Consent, once given, may be withdrawn at any time.

### **Criminal conviction data**

We will only collect criminal conviction data where it is appropriate given the nature of your role and where the law permits us. This data will usually be collected at the recruitment stage, however, may also be collected during your employment should you be successful in obtaining employment. We use criminal conviction data in the following ways:

- Depending on the role you are being considered for, to determine if you are 'fit and proper' to fulfil the job requirements

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We process this data because of our legal obligation to adhere to Audit regulations. These regulations require the Firm to obtain confirmation from all principals, staff, sub-contractors and consultants involved in audits that they:-

- are independent;
- will adhere to the rules of confidentiality; and
- are fit and proper individuals

Part V of the Criminal Justice Act 1993 also requires confirmation from all principals, staff, sub-contractors and consultants that they understand and will comply with the restrictions against insider dealing.

### **If you do not provide your data to us**

You are under no statutory or contractual obligation to provide your data to us. If you elect not to do so however, we will not be able to process your application properly, if at all.

### **Sharing your data**

Your data may be shared internally with our HR team as well as our Partners and Managers for decision making purposes during the recruitment process.

Your data may be shared with third parties if you are successful in your job application. In these circumstances, we will share your data in order to obtain references as part of the recruitment process as well as with our contractual benefit providers.

We do not share your data with bodies outside of the European Economic Area.

### **Protecting your data**

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.

Where we share your data with third parties, we provide written instructions to them to ensure that your data is held securely and in line with GDPR requirements. Third parties must implement appropriate technical and organisational measures to ensure the security of your data.

### **How long we keep your data for**

We only keep your data for as long as we need it for and this will depend on whether or not you are successful in obtaining employment with us.

If your application is unsuccessful and we wish to hold your data on file for consideration for other vacancies you may be suitable for, we will contact you to obtain your consent. If you give your consent, you are free to withdraw this at any time.

If we have not sought consent from you or you have not provided consent upon our request to keep your data for the purpose of future suitable job vacancies, we will keep your data for six months once the recruitment process ends.

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If we have sought your consent to keep your data on file for future job vacancies, and you have provided consent, we will keep your data for twelve months once the recruitment process ends. At the end of this period, we will delete or destroy your data, unless you have already withdrawn your consent to our processing of your data in which case it will be deleted or destroyed upon your withdrawal of consent.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

### **Automated decision making**

No decision will be made about you solely on the basis of automated decision making (where a decision is taken about you using an electronic system without human involvement) which has a significant impact on you.

### **Your rights in relation to your data**

The law on data protection gives you certain rights in relation to the data we hold on you. These are:

- you have the right to access the data that we hold on you
- the right for any inaccuracies to be corrected
- the right to have information deleted
- the right to restrict the processing of the data
- the right to portability - you may transfer the data that we hold on you for your own purposes
- the right to object to the inclusion of any information

Where you have provided consent to our use of your data, you also have the unrestricted right to withdraw that consent at any time. Withdrawing your consent means that we will stop processing the data that you had previously given us consent to use. There will be no consequences for withdrawing your consent. In some cases, we may continue to use the data where so permitted by having a legitimate reason for doing so.

If you wish to exercise any of the rights explained above, please contact the HR team [hr@eqaccountants.co.uk](mailto:hr@eqaccountants.co.uk)

### **Making a complaint**

The supervisory authority in the UK for data protection matters is the Information Commissioner (ICO). If you think your data protection rights have been breached in any way by us, you are able to make a complaint to the ICO.

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