

PRIVACY NOTICE FOR CANDIDATES

Chambers is committed to protecting the privacy and security of your personal information.

This Privacy Notice applies to all candidates who apply for a position within 6KBW College Hill. This includes applicants for pupillage, mini-pupillage and employed positions. It describes how Chambers collects and uses personal information about you during and after the application process, in accordance with the General Data Protection Regulations ('GDPR') and the Data Protection Act 2018.

Chambers is a "*Data Controller*". This means that we are responsible for deciding how we hold and use personal information about you. It is important that you read this notice so that you are aware of how and why we are using your personal information.

Data Protection Manager

We have appointed Data Protection Managers to oversee compliance with this Privacy Notice. If you have any questions about this Privacy Notice or how we handle your personal information, please contact the Data Protection Managers via email (datamanagers@6kbw.com).

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

Data Protection Principles

We comply with data protection laws, which state that personal information we hold about you must be:

1. Used **lawfully, fairly** and in a **transparent** way.
2. Collected only for **valid purposes** that we have clearly explained to you and not used in any way that is incompatible with those purposes.

3. **Relevant** to the purposes we have told you about and limited only to those purposes.
4. **Accurate** and kept up to date.
5. Kept only **as long as necessary** for the purposes we have told you about.
6. Kept **securely**.

Personal Data

Personal data means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data), such as from our Equality and Diversity Monitoring Form.

We will collect, store and use the following categories of personal data about you:

- a) Personal contact details such as title, name, address, telephone numbers (home and mobile) and personal email addresses;
- b) Details of your education and professional qualifications (including dates of attendance);
- c) Details of your work experience (including start and end dates);
- d) Details of your substantial paid employment (including start and end dates);
- e) Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter as part of the application process).

How is your personal information collected?

We collect personal information about candidates through the application and recruitment process, either directly from candidates or sometimes from an employment agency. We may sometimes collect additional information from third parties, including former employers.

How we will use information about you

We will only use your personal information in the following circumstances:

- a) As part of the application, recruitment and interview process to determine your ability to meet the specifications of the relevant position.
- b) Where we need to comply with a legal obligation.
- c) Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

We may also use your personal information in the following situations, which are likely to be rare:

- a) Where we need to protect your interests (or someone else's interests).
- b) Where it is needed in the public interest or for official purposes.

When will we process your personal information?

- a) Conducting the application, recruitment and interview process.
- b) Making a decision about your recruitment or appointment.
- c) Complying with health and safety obligations.
- d) To prevent fraud.
- e) Equal opportunities monitoring.

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal information.

If you fail to provide personal information

If you fail to provide certain information when requested, we may not be able to carry out the application process effectively.

Change of purpose

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the lawful basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

How will we use your sensitive personal information?

Sensitive personal information provided will be anonymous data obtained via the Equality & Diversity Monitoring Form, the completion of which is voluntary. As such, we do not need to obtain your consent to process this information.

For the sake of completeness, we will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, your sexual orientation, and any disabilities, to ensure meaningful equal opportunity monitoring and reporting.

Do we need your consent?

We do not need your consent to process special categories of your personal information as it will be provided, stored and processed anonymously.

Third Parties

Tenancy, Pupillage (including Third Six) and Staff Applicants

Your data will be shared accordingly with those Members of Chambers who sit on either the Tenancy Committee, Pupillage Committee or Interviewing Panel for staff positions. Once your data is shared with these Members of Chambers, they will become a separate Data Controller

of your personal data. They will only process your data in accordance with this Privacy Notice. We will not share your personal data with any other third party.

Mini-Pupil Applicants

For successful mini-pupil applicants, it will be necessary to share some of your personal data (i.e. your name and contact details and date of birth) with the Member(s) of Chambers whom you will be shadowing. It may also be necessary to share this data with the Court where the Member(s) of Chambers is sitting in order to gain a pass to grant you access.

Data Security

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those Members of Chambers and members of staff who have a business need to know. They will only process your personal information as per this Privacy Notice and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Data Retention

How long will you use my information for?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for.

To determine the appropriate retention period for personal data, we consider: the amount, nature, and sensitivity of the personal data; the potential risk of harm from unauthorised use or disclosure of your personal data; the purposes for which we process your personal data; and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you. Once the application process has concluded, we will retain and securely destroy your personal information in accordance with applicable laws and regulations.

Rights of access, correction, erasure, and restriction

Your duty to inform us of changes

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- a) **Request access** to your personal information (commonly known as a "*data subject access request*"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- b) **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- c) **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing.
- d) **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.

- e) **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.

- f) **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Data Protection Manager(s) in writing.

What we may need from you

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

Right to withdraw consent

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the Data Protection Manager(s). Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

Changes to this Privacy Notice

We reserve the right to update this Privacy Notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways about the processing of your personal information.

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