

## Data protection privacy notice (recruitment)

This notice explains what personal data (information) we will hold about you, how we collect it, and how we will use and may share information about you during the application process.

We are required to notify you of this information, under data protection legislation. Please ensure that you read this notice (sometimes referred to as a 'privacy notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

## Who collects the information

Dexters London Limited ('Company') is a 'data controller' and gathers and uses certain information about you.

## Data protection principles

We will comply with the data protection principles when gathering and using personal information, as set out in our Data Protection (employment) Policy.

## About the information we collect and hold

The table set out in **Part A of the Schedule** below summarises the information we collect and hold up to and including the short-listing stage of the recruitment process, how and why we do so, how we use it and with whom it may be shared.

The table in **Part B of the Schedule** below summarises the additional information we collect before making a final decision to recruit, i.e. before making an offer of employment, how and why we do so, how we use it and with whom it may be shared.

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

## Where information may be held

Information may be held at our offices and those of our group of companies.

## How long we keep your information

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed.

We will keep recruitment information (including interview notes) for no longer than is reasonable, taking into account the limitation periods for potential claims such as race or sex discrimination (as extended to take account of early conciliation), after which they will be destroyed. If there is a clear business reason for keeping recruitment records for longer than the recruitment period, we may do so but will first consider whether the records can be pseudonymised, and the longer period for which they will be kept.

If your application is successful, we will keep only the recruitment information that is necessary in relation to your employment.

## **Your right to object to us processing your information**

Where our processing of your information is based solely on our legitimate interests (or those of a third party), you have the right to object to that processing if you give us specific reasons why you are objecting, which are based on your particular situation. If you object, we can no longer process your information unless we can demonstrate legitimate grounds for the processing, which override your interests, rights and freedoms, or the processing is for the establishment, exercise or defence of legal claims.

Please contact our Data Compliance Team at 3 Park Road, Teddington, TW11 0AP; [datacompliance@dexters.co.uk](mailto:datacompliance@dexters.co.uk); 020 8614 1230, if you wish to object in this way.

## **Your rights to correct and access your information and to ask for it to be erased**

Please contact our Data Compliance Team at 3 Park Road, Teddington, TW11 0AP; [datacompliance@dexters.co.uk](mailto:datacompliance@dexters.co.uk); 020 8614 1230 if (in accordance with applicable law) you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask our Data Compliance Team for some but not all of the information we hold and process to be erased (the 'right to be forgotten') in certain circumstances. Our Data Compliance Team will provide you with further information about the right to be forgotten, if you ask for it.

## **Keeping your personal information secure**

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

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

## **How to complain**

We hope that our Data Compliance Team can resolve any query or concern you raise about our use of your information. If not, contact the Information Commissioner at <https://ico.org.uk/concerns/> or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.

### The schedule about the information we collect and hold

#### Part A

Up to and including the short-listing stage

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
Your name and contact details (i.e. address, home and mobile phone numbers, email address)	From you	<p>Legitimate interest: to carry out a fair recruitment process</p> <p>Legitimate interest: to progress your application, arrange interviews and inform you of the outcome at all stages</p>	<p>To enable HR personnel or the manager of the relevant department or office to contact you to progress your application, arrange interviews and inform you of the outcome</p> <p>To inform the relevant manager or department of your application</p>
Information regarding your criminal record	From you, in your completed application form	<p>To comply with our legal obligations</p> <p>For reasons of substantial public interest (preventing or detecting unlawful acts, suspicion of terrorist financing or money laundering in the regulated sector and protecting the public against dishonesty)</p>	<p>To make an informed recruitment decision</p> <p>To carry out statutory checks</p> <p>Information shared with DBS and other regulatory authorities as required</p>
Details of your referees	From your completed application form	Legitimate interest: to carry out a fair recruitment process	<p>To carry out a fair recruitment process</p> <p>To comply with legal/regulatory obligations</p> <p>Information shared with relevant managers, HR personnel and the referee</p>

### The schedule about the information we collect and hold

#### Part B

Before making a final decision to recruit

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
Information regarding your criminal record	From you	To perform the employment contract  To comply with our legal obligations	To make an informed recruitment decision To carry out statutory checks
Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information*	From you and, where necessary, the Home Office	To enter into/perform the employment contract  To comply with our legal obligations  Legitimate interest: to maintain employment records  To carry out obligations and exercise rights in employment law  For reasons of substantial public interest (preventing or detecting unlawful acts)	To carry out right to work checks  Information maybe shared with the Home Office
A copy of your driving licence*	From you	To enter into/perform the employment contract  To comply with our legal obligations To comply with the terms of our insurance	To make an informed recruitment decision  To ensure that you have a clean driving licence  Information may be shared with our insurer