

PROCESSING NOTICE

The purpose of this notice is to provide you with information about how we use the personal data you provide us (and that we collect from third parties such as your recruitment agent and referees) as part of the recruitment process. This includes the information in your application form and/or CV and any other details we collect such as right to work information, diversity information, and details of any criminal record/financial probity matters you disclose to us.

Please note that it is necessary for us to process this information in order for us to proceed with your recruitment.

What do we do with your personal data?

We process your personal data in connection with your recruitment and for all purposes associated with our employment/engagement relationship should you be successful in your application. Data relating to criminal records, is collected to assess your suitability for the role you have applied for.

In general, our lawful basis for processing your personal data will be:

- ▶ the processing is necessary for compliance with our legal obligations;
- ▶ that the processing is necessary for the performance of a task carried out in the public interest;
- ▶ the pursuit of our legitimate interests (this includes carrying out the business of providing legal services and pursuing our general business interests);
- ▶ the processing is necessary for the purposes of carrying out our obligations and exercising our rights in the field of employment law.

Where specified, we may process personal data on the basis that you have consented to the processing (including in respect of criminal record data or special categories of personal data about you – such as, data about your racial or ethnic origin, political opinions, religious beliefs, sexuality, or data concerning your health).

Please note that you have the right to withdraw any such consent by contacting recruitment@addleshawgoddard.com.

Who do we share your personal data with?

Throughout the course of the recruitment process we will share your personal data with third parties where necessary, which may include your recruitment agent, recruitment system providers and external application screeners/interviewers.

AG Group has international offices, and as a result your personal data may be processed in the six countries in which we operate. We have data transfer agreements in place between our international offices to safeguard this. A copy of these can be made available on request.

How long do we process your personal data for?

We will process your personal data for as long as is necessary, which, in relation to some of your personal data, will continue after any employment/engagement relationship has ended.

In general, our retention periods are as follows:

- ▶ For unsuccessful candidates, your application form/CV and interview notes, including any information relating to criminal convictions, will be retained for a maximum period of 6 months after the completion of your recruitment process;
- ▶ For successful candidates, we will retain your application form/CV/interview notes for as long as required during the course of your employment/engagement, and up-to 7 years after our employment/engagement relationship has ended.

Your Rights

As a data subject, you have various rights under data protection laws in respect of the personal data we process about you, in particular: (i) the right to erasure, (ii) the right to access and correct the data, (iii) the right to object to, or request restriction of, the processing, and (iv) the right to portability of your data. For more information about your rights, you can visit www.ICO.org.uk

Contact details

If you wish to exercise any of your rights, or if you require any assistance in relation to the personal data we process, please contact your HR representative by email to SimplyHR@addleshawgoddard.com, the GC & Risk team, or email DataProtection@addleshawgoddard.com.

Complaints

You have the right to complain to the Information Commissioner in respect of our processing of your personal data. For more information visit www.ICO.org.uk. If you would like to raise your complaint with us directly in the first instance, please contact the GC & Risk team or email DataProtection@addleshawgoddard.com. A copy of our complaints procedure is available on our website.

In this document references to **we**, **us** and **our**, mean Addleshaw Goddard LLP.

Personal Data, Data Subject and Processing have the meanings set out in the Regulation (EU) 2016/679 (General Data Protection Regulation).

10-21914490-1

addleshawgoddard.com

Aberdeen, Doha, Dubai, Edinburgh, Glasgow, Hong Kong, Leeds, London, Manchester, Muscat, Singapore and Tokyo*

*a formal alliance with Hashidate Law Office