

Watson Farley & Williams (“WFW”) Candidate Privacy Notice for Training Contract Applicants

As part of any recruitment process, WFW (“**the Firm**”) collects and processes personal data relating to job applicants. The Firm is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. Please note that your personal information may be shared with other WFW Affiliated Entities.

What information does the Firm collect?

The Firm collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the Firm needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

The Firm may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests or video interviews.

The Firm may also collect personal data about you from third parties, such as references supplied by former employers. The Firm will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does the Firm process personal data?

The Firm needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you.

In some cases, the Firm needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the relevant jurisdiction before employment starts.

The Firm has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Firm to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Firm may also need to process data from job applicants to respond to and defend against legal claims.

The Firm may process information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

The Firm processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, and this is for equal opportunities monitoring purposes.

If your application is unsuccessful, the Firm may keep your personal data on file in case there are future employment opportunities for which you may be suited. The Firm will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR team, interviewers involved in the recruitment process, managers in the business area with a vacancy, and IT staff if access to the data is necessary for the performance of their roles.

The Firm will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Firm will then share your data with former employers to obtain references for you. In addition, your data will be shared with a third party with whom the Firm has an agreement to provide any legal training and qualifications prior to the start of your employment and a separate third party to carry out a pre-employment health check.

The Firm will not transfer your data outside the European Economic Area unless you are applying for a position or completing an overseas secondment within an office outside of the EEA.

How does the Firm protect data?

The Firm takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does the Firm keep data?

If your application for employment is unsuccessful, the Firm will hold your data on file for one year after the end of the relevant recruitment process. If you agree to allow the Firm to keep your personal data on file, the Firm will hold your data on file for a further two years for consideration for future employment opportunities. At the end of that period (or once you withdraw your consent), your data is deleted or destroyed.

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

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the Firm to change incorrect or incomplete data;
- require the Firm to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the Firm is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the Graduate Recruitment Team at: UKTrainees@wfw.com

If you believe that the Firm has not complied with your data protection rights, you can complain to the relevant supervisory authority for data protection in your jurisdiction. For further information, please contact the Graduate Recruitment Team at: UKTrainees@wfw.com.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the Firm during the recruitment process. However, if you do not provide the information, the Firm may not be able to process your application properly or at all.