

Document	Privacy Policy (Recruitment)
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## 1. KINGS CHAMBERS PRIVACY NOTICE (RECRUITMENT)

- 1.1 This Privacy Policy (the “Notice”) explains what personal data (information) we hold about you, how we collect it, and how we use and may share information about you during your application for employment. We are required to notify you of this information under data protection legislation, including the General Data Protection Regulation. Please ensure that you read this Notice carefully and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

## 2. WHO COLLECTS THE INFORMATION

- 2.1 Kings Chambers, registered at 36 Young Street, Manchester, M3 3FT (the “Chambers”) is a ‘data controller’ for the purpose of relevant data protection legislation, including the General Data Protection Regulation (“GDPR”) and gathers and uses certain information about you.

## 3. DATA PROTECTION PRINCIPLES

- 3.1 We will comply with all relevant data protection principles when gathering and using personal information, as set out in relevant data protection legislation, including the General Data Protection Regulation and in line with this Notice.

### *Kings Chambers*

*T:* 0345 034 3444  
*E:* [clerks@kingschambers.com](mailto:clerks@kingschambers.com)

### *Manchester*

36 Young Street,  
Manchester, M3 3FT  
*DX:* 718188 MCH 3

### *Leeds*

5 Park Square,  
Leeds, LS1 2NE  
*DX:* 713113 LEEDS PARK SQ

### *Birmingham*

Embassy House, 60 Church Street,  
Birmingham, B3 2DJ  
*DX:* 13023 BIRMINGHAM

## **4. TYPES OF INFORMATION AND COLLECTION**

4.1 We may collect the following information up to and including the shortlisting stage of the recruitment process:

- Your name and contact details (i.e. address, home and mobile phone numbers, email address);
- Details of your qualifications, experience, employment history (including job titles, salary and working hours);
- Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs;
- Details of any unspent criminal convictions or conditional cautions; and
- Details of your referees

4.2 We may collect the following information after the shortlisting stage, and before making a recruitment decision:

- Information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers;
- Information regarding your academic and professional qualifications;
- Information regarding criminal convictions and cautions that are considered to be unspent under the terms of the Rehabilitation of Offenders Act (ROA) 1974
- Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information; and
- A copy of your driving licence (if applicable)

## **5. HOW WE COLLECT THE INFORMATION**

5.1 We may collect this information from you directly, your referees (details of whom you will have provided), your education provider and/or the relevant professional body or other relevant authorities such as the Home Office and/or the Disclosure and Barring Service.

## **6. DATA COLLECTION AND USAGE**

6.1 We will typically collect and use this information for the following purposes:

- To take steps to enter into a contract;
- For compliance with a legal obligation (e.g. our obligation to check that you are eligible to work in the United Kingdom);
- For the performance of a task carried out in the public interest; and
- For the purposes of our legitimate interests, but only if these are not overridden by your interests, rights or freedoms

6.2 We will not use your data for purposes that are not clear when you provide your details and will not disclose them outside of Kings Chambers except in limited circumstances which are outlined below.

6.3 We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

## **7. HOW WE MAY SHARE THE INFORMATION**

- 7.1 We may need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Where a criminal record check is performed your data will be shared with a registered body authorised to conduct a check with the Disclosure and Barring Service.
- 7.2 Usually, information will be anonymised, however this may not always be possible. The recipient of the information will be bound by confidentiality obligations.
- 7.3 We may share your data with third parties (a) if we are under a legal or statutory duty to do so, (b) if it is necessary to do so to enforce our contractual rights, (c) to lawfully assist the police or security services with the prevention and detection of crime and terrorist activity, (d) where such disclosure is necessary to protect the safety or security of any persons and/or (e) otherwise as permitted under applicable law.
- 7.4 We will not share your data with any third parties without prior consent, and we will ensure that your information is appropriately protected if, after your consent, we do.

## **8. DATA RETENTION**

- 8.1 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 and in line with relevant data protection obligations. 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.
- 8.2 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.
- 8.3 If your application is successful, we will keep only the recruitment information that is necessary in relation to your employment.

## **9. YOUR RIGHTS**

- 9.1 You may make a request to correct or update your personal information at any time by emailing [compliance@kingschambers.com](mailto:compliance@kingschambers.com) or in writing to:

Compliance Manager  
Kings Chambers  
36 Young Street  
Manchester  
M3 3FT

- 9.2 Please include your name, address and email address or any other unique identifier when you contact us as this helps us to ensure that we accept amendments only from the correct person.

- 9.3 You may also make a request for your data to be deleted or to receive a copy of the personal information that we hold about you; if you wish to exercise this right please contact us using the above details.

## **10. KEEPING YOUR PERSONAL INFORMATION SECURE**

- 10.1 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.
- 10.2 Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.
- 10.3 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.

## **11. WHERE TO MAKE A COMPLAINT**

- 11.1 If you have a complaint regarding any aspect of your personal data or this Notice, please write to us via [compliance@kingschambers.com](mailto:compliance@kingschambers.com) or at the above address.
- 11.2 If you are not satisfied with the outcome of your complaint, you may write to the Information Commissioners Office at the following address:

Information Commissioners Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

- 11.3 You can also contact the Information Commissioners Office by visiting their website <https://www.ico.org.uk>

## **12. CHANGES TO THIS PRIVACY NOTICE**

- 12.1 We aim to meet high standards and so our policies and processes are subject to review. From time to time we may change this Notice and will inform you, usually in writing or by publishing updated content to our website, <https://www.kingschambers.com>