

Winning Leishman Job Applicant Privacy Notice

Overview

We take our obligations under privacy and data protection law very seriously. This Job Applicant Privacy Notice is designed to help you understand what Personal Information we collect, why, how we use it and who we share it with. It also explains the rights you have in connection with your Personal Information, including how to contact us or to make a complaint.

This notice applies to Winning Leishman Ltd, who we also refer to throughout as "we", "us" or "our". See below for our Contact Information.

Winning Leishman Ltd is registered as a data controller with the Information Commissioner's Office, which is the UK's independent body set up to uphold information rights. As a data controller, we are responsible for ensuring that when we process Personal Information we comply with EU and UK data protection law and our professional duty of confidentiality.

If you have any questions about this notice please get in touch with your usual Winning Leishman Ltd contact or see below for our Contact Information.

This Privacy Notice may change from time to time and in response to guidance and best practice advice issued by the Information Commissioner's Office in particular in response to the change in data protection law in the UK on 25 May 2018. We will inform you of changes via our website and if you are a client we will inform you of any key changes in writing.

What Personal Information do we collect and use regarding job applications?

We may collect information from:

- your submissions to us including CVs and covering letters
- communications to us via email and phone, including through speculative applications and queries
- interviews
- websites such as LinkedIn on which you publicly share employment-related information
- identity documents such as passports

The range of information collected may include:

- 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
- information about your entitlement to work in the UK

How and why we use your personal information

Under data protection law, we can only use your Personal Information if we have a proper reason for doing so, for example:

- to comply with our legal and regulatory obligations
- for our legitimate interests (see below) or those of a third party
- for the performance of our contract with you or to take steps at your request before entering into a contract
- you have given consent.

Winning Leishman Ltd has a legitimate interest in processing your Personal Information as part of our recruitment process, to assess your suitability for employment, initiate such employment and as part of our record-keeping. We may also need to process Personal Information to respond to and defend against legal claims. In some cases, we may need to process your Personal Information to ensure that we meet our legal obligations regarding your eligibility to work in the UK.

Who we share your Personal Information with

Your Personal Information is shared internally within Winning Leishman Ltd for the purpose of assessing your application.

If we would like to employ you, we may also share your Personal Information with former employers or other contacts whom you have provided to us as references.

We may need to share your personal information with a regulator or otherwise under our legal obligations.

Where your Personal Information is held

Data will be stored in our file management systems and email system.

How long your Personal Information will be kept

If your application for employment is unsuccessful, we will hold your Personal Information for 6 months from the closing date of the application period (or from the date submission to us if you have applied speculatively) after which your data will be deleted.

In some cases, such as to exercise or defend legal claims, we will retain your Personal Information for longer, in which case you will be informed.

In some circumstances, you can ask us to delete your data (see Your rights with respect to your Personal Information).

How we protect your Personal Information

Keeping information secure is a key part of data protection compliance. 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 employees, agents, contractors and other third parties who have a business need to know and they are subject to a duty of confidentiality.

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

Your rights with respect to your Personal Information

You are entitled at any time to ask us for a copy of Personal Information we hold about you, known as a data subject access request. You are also entitled to ask that any information we hold about you is supplemented, updated or rectified.

You are under no obligation to supply your Personal Information to Winning Leishman Ltd and you can ask us to restrict or stop processing your Personal Information or to delete it. However, this may impact on our ability to process your application.

For further information on your rights with regards to your Personal Information, including the circumstances in which they apply, please contact us or see the Guidance from the UK Information Commissioner's Office (ICO) on individuals' rights under the General Data Protection Regulation.

How to complain

We hope that we can resolve any query or concern you may raise about our use of your information. If you want to complain about how we have handled your Personal Information, please follow the procedure in our Complaints Policy. We will investigate your complaint but if you are not satisfied with our response or believe we are processing your Personal Information unlawfully, you can complain to the UK Information Commissioner's Office. Further information is available on the ICO website or telephone 0303 123 1113.

The EU General Data Protection Regulation also gives you the right to lodge a complaint with a supervisory authority, in particular in the European Union (or EEA) State where you work, normally live or where any alleged infringement of data protection laws occurred. The UK supervisory authority is the Information Commissioner.

Contact Information

Please contact us by post, email or telephone if you have any questions about this privacy policy or the information we hold about you.

Our contact details
Winning Leishman Ltd 190 Queensferry Road Edinburgh EH4 2BW info@winningleishman.co.uk 0131 478 4667

Do you need extra help?

If you would like this notice in another format (for example large print) please contact us using the details above.