

PRIVACY STATEMENT FOR JOB APPLICANTS

Beauchamps LLP and Beauchamps Services ULC (together **Beauchamps**) are committed to protecting the right to privacy of all persons about whom we hold personal data.

This privacy statement is for persons who apply to for work with us (whether as an employee, temporary worker, intern or contractor). Its purpose is to make candidates aware of how and why personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for.

Collection of personal data

In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you:

- The information you have provided to us or to a recruitment consultant in your curriculum vitae and covering letter including your name, title, address, telephone number, personal email address, date of birth, gender, employment history, qualifications, references, interests.
- Any information you provide to us during an interview.

How we obtain personal data

We collect personal information about candidates from the following sources:

- You, the candidate.
- From recruitment consultants, where you have consented to the sharing of your personal data with us.
- Your named referees.

How we use your personal data

We will use the personal data we collect about you to:

- Assess your skills, qualifications, and suitability for the work.
- Carry out reference checks, where applicable.
- Communicate with you about the recruitment process.
- Keep records related to our hiring processes.
- Comply with legal or regulatory requirements.

It is in our legitimate interests to decide whether to employ you since it would be beneficial to our business to appoint suitably qualified employees, temporary workers, interns and contractors.

We also need to process your personal data to decide whether to enter into a contract of employment with you.

Having received your CV and covering letter, we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role that we wish to fill. If you do, we will decide whether your application is strong enough to invite you for an interview. If we decide to call you for an interview, we will use the information you provide to us at the interview to decide whether to offer you the role. If we decide to offer you the role, we will then take up references before confirming your appointment.

If you fail to provide personal data

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully. For example, if we require a credit check or references for this role and you fail to provide us with relevant details, we will not be able to take your application further.

Sensitive categories of personal data

We do not collect or seek to obtain any sensitive categories of personal data (such as, for example, information about your union membership, race or ethnicity, sexual orientation, or health) during the recruitment process. However if you provide information to us in relation to your health, including any

medical condition or disability, we will use this information to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during an interview.

Automated decision-making

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

Who will we share your personal data with?

We will only share your personal information with the following third parties for the purposes of processing your application: Beauchamps Partnership and recruitment consultants, all of whom are required to take appropriate security measures to protect your personal data.

Data security

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data 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 data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

How long will we keep your personal data?

CVs and other information supplied by the applicant are circulated internally by email to interviewers in advance of any interview. As soon as the interview process is completed, the emails containing the CVs will be deleted.

Personal data of unsuccessful job applicants (such as application letters, CVs and references), together with interview notes, if any, are retained for a period of one year so we can show (in the event of a legal claim) that we have not discriminated against you and that we conducted the recruitment in a fair and transparent manner. At the end of this period, your data will be destroyed.

As we are often asked to keep a CV on file in case a vacancy arises, in such cases, those CVs or indeed, CVs which are sent in to us “on spec” will be kept for a period of one year.

Data concerning temporary workers, such as interns, temporary secretaries and work experience students, will be retained for the duration of their service plus a period of one year.

Your rights

In certain circumstances, by law you have the right to:

- **Request access** to your personal data (commonly known as a “data subject access request”). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal data that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal data where there is no good reason for us to continue processing it.
- **Object to processing** of your personal data where we are relying on a legitimate interest (or those of a third party) and you want to object to processing on this ground.
- **Request the restriction of processing** of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal data to another party.

If you want to review, verify, correct or request erasure of your personal data, object to the processing of your personal data, or request that we transfer a copy of your personal data to another party, please contact dataprivacy@beauchamps.ie in writing. We will respond to your request as soon as possible and

in any event within one month of receipt. You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

Right to withdraw consent

Where you have consented to your personal data being provided to us by a recruitment consultant and to the processing by us of your personal data for the purposes of the recruitment exercise, you have the right to withdraw your consent for processing for that purpose at any time. To withdraw your consent, please contact dataprivacy@beauchamps.ie in writing. Once we have received notification that you have withdrawn your consent, we will no longer process your application and, subject to our retention policy, we will dispose of your personal data securely.

If you have any questions about this privacy statement or how we handle your personal data, please contact dataprivacy@beauchamps.ie. You have the right to make a complaint at any time to the Data Protection Commissioner (**DPC**) if you are unhappy with how we are processing your personal data. We would, however, appreciate the chance to deal with your concerns before you approach the DPC and so, please contact us in the first instance.

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