Campbell Johnston Clark is the collective name and brand under which Campbell Johnston Clark Limited and Campbell Johnston Clark LLP provide legal and other services to clients.

This privacy notice explains how we collect, process and manage information for the recruitment and selection process in respect of job applicants

All information is kept in accordance with the current data protection legislation.

What information do we collect about you?

The categories of information that we collect, process, hold and share include:

* Personal information: name, address, email addresses , telephone numbers and NI number;
* Special categories of data including gender, age (date of birth), ethnic group, criminal records/DBS checks (where required);
* Details of medical conditions and whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
* Professional/Qualifications: education, qualifications, work experience, SRA number, details of any other professional membership, details of any training;
* Information about your current level of remuneration, including benefit entitlements;
* Referee details;
* Information and documentation relating to your entitlement to work in the UK.

We may collect this information in a variety of ways, i.e. applications forms, CVs, passport or other identity documents, during the interview process or other forms of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers, background check providers and information from criminal records checks. The organisation 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 our HR management systems and on other IT systems (including email).

Why we collect and use this information

We need to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you. In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts.

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

We may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out our obligations and exercise specific rights in relation to employment. This information will never be used as part of the selection process.

For some roles, we are obliged to seek information about criminal convictions and offences. Where we seek this information, we do so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment.

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

Sharing

Your information may be shared internally for the purposes of the recruitment exercise. This includes HR, interviewers involved in the recruitment process and directors.

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

Storage

We take the security of your data seriously. We have 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.

Retention

If your application for employment is unsuccessful, we will hold your data on file for 12 months after the end of the relevant recruitment process. If you agree to allow us to keep your personal data on file, we will hold your data on file for a further 12 months for consideration for future employment opportunities. At the end of that period or once you withdraw your consent, your data will be 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.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact either Alistair Johnston or Victoria Jackson.

You also have the right to:

* Object to processing of personal data that is likely to cause, or is causing, damage or distress.
* Withdraw consent.
* In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed.

Monitoring/Updates

We continuously monitor our policies and procedures, and may update this privacy notice as required by legislation, good practice guidelines and HR guidance.

If you have any concerns about the way we are collecting or using your personal data, we ask that you raise your concern with either Alistair Johnston or Victoria Jackson in the first instance. Alternatively, you can contact the Information Commissioner’s Office.