

FAIR PROCESSING NOTICE
for
Applicants to

Mathys & Squire LLP and Mathys & Squire Services Limited (the wholly owned subsidiary which employs our staff and shares data with the LLP for administrative purposes)

1. How Mathys & Squire LLP and Mathys & Squire Services Limited use your information

- a) We will process data about applicants for legal, personnel, administrative and management purposes and to enable us to meet our legal obligations as an employer.
- b) We may process sensitive personal data relating to applicants including, as appropriate:
 - i) the applicant's racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
 - ii) in order to comply with legal requirements and obligations to third parties.
- c) More detailed information about the data we process and the purposes for which we use it are set out in paragraphs 2 and 3 below.

2. What data do we process?

- a) Names, titles, and aliases;
- b) Contact details such as telephone numbers, fax numbers, physical addresses, and email addresses;
- c) Demographic information such as gender, age, date of birth, marital status, nationality, education/work histories, academic/professional qualifications, employment details, and hobbies;
- d) Non-financial identifiers such as passport, visa and right to work details;
- e) Financial information such as salary and bonus details;
- f) Other operational personal data created, obtained, or otherwise processed in the course of carrying out our business activities, including but not limited to, CCTV footage, recordings of telephone conversations, logs of visitors, and logs of accidents, injuries and insurance claims.
- g) Sensitive Personal data: personal characteristics and circumstances of a sensitive nature such as racial or ethnic origin, mental and physical health, details of injuries, political or religious beliefs, labour union affiliation, data concerning sexual orientation and criminal records, fines and other like judicial records.

3. For what purposes do we use this data?

- a) Administering your relationship with us as part of recruitment activity;
- b) Complying with legal or regulatory requirements (for example publishing figures on diversity statistics); and
- c) Establishing, exercising, enforcing or defending legal claims.

4. How long Mathys & Squire LLP and Mathys & Squire Services Limited will keep this information

- a) We usually hold applications, including CVs, for 12-24 months to ensure compliance with recruitment agency terms, to avoid duplication in the processing of applications, to defend or pursue any legal claims and for our legitimate business purposes.

5. Mathys & Squire LLP's and Mathys & Squire Services Limited's approach to information security

- a) To protect your information, Mathys & Squire LLP and Mathys & Squire Services Limited have policies and procedures in place to make sure that only authorised personnel can access the information, that information is handled and stored in a secure and sensible manner and all systems that can access the information have the necessary security measures in place. To accomplish this, all Mathys & Squire LLP and Mathys & Squire Services Limited employees,

contractors and sub-contractors have roles and responsibilities defined in those policies and procedures.

- b) To make sure all Mathys & Squire LLP's and Mathys & Squire Services Limited's employees, contractors and sub- contractors understand these responsibilities they are provided the necessary training and resources.
- c) In addition to these operational measures, Mathys & Squire LLP and Mathys & Squire Services Limited also use a range of technologies and security systems to reinforce the policies.

6. Your rights

- a) When exercising any of the rights listed below, in order to process your request and for your security, Mathys & Squire LLP and Mathys & Squire Services Limited may need to verify your identity. In such cases your response will be necessary before you can exercise these rights.
- b) The right to access information we hold on you
 - i) At any point you can contact us to request the information we hold on you as well as why we have that information, who has access to the information and where we got the information from. Once we have received your request we will respond within 30 days.
 - ii) There are no fees or charges for the first request but additional requests for the same data may be subject to an administrative fee of £25 per request.
- c) The right to correct and update the information we hold on you
 - i) If the data we hold on you is out of date, incomplete or incorrect, you can inform Mathys & Squire LLP and Mathys & Squire Services Limited and it will be updated.
- d) The right to have your information erased
 - i) If you feel that we should no longer be using your data or that we are illegally using your data, you can request that we erase the data we hold.
 - ii) When we receive your request we will confirm whether the data has been deleted or the reason why it cannot be deleted.
- e) The right to object to processing of your data
 - i) You have the right to request that Mathys & Squire LLP and Mathys & Squire Services Limited stop processing your data. Upon receiving the request we will contact you to let you know if we are able to comply or if we have legitimate grounds to continue to process your data. If data is no longer processed, Mathys & Squire LLP and Mathys & Squire Services Limited may continue to hold your data to comply with your other rights or to bring or defend legal claims.
- f) The right to data portability
 - i) You have the right to request that we transfer your data to another controller. Once Mathys & Squire LLP and Mathys & Squire Services Limited receive your request we will comply where it is feasible.

7. Consent

- a) Where we need your consent to hold your information, Mathys & Squire LLP and Mathys & Squire Services Limited will ask you to confirm your consent in writing and will inform you why Mathys & Squire LLP and Mathys & Squire Services Limited is collecting the information, how we will use it, how long we keep it for, who else will have access to it and what your rights are as a data subject.
- b) We do not rely on consent for processing your personal data in the normal course of recruitment activity.

8. Sharing your information

Where necessary to fulfil our obligations to you, Mathys & Squire LLP and Mathys & Squire Services Limited may pass your details to third parties - these third parties include psychometric and other assessment companies and referencing organisations.

9. Contact details

If you have any queries about this notice, need further information or wish to lodge a complaint you can use the details below to contact the relevant party.

Data Protection Officer/Data Compliance Contact: Iggy Leong 020 7830 0000 or email:ileong@mathys-squire.com

Data Controller: Mathys & Squire LLP

Last amended 29 May 2018

MS