

Privacy Notice - Applicants

Thank you for your interest in Fenwick.

We will process any personal data that you have given us in accordance with our privacy policy, which can be found on our website, which also sets out your rights in relation to the data that we hold about you.

In connection with your interest in working with us (including any application you may make), we will collect, store, and use the following categories of personal information about you:

- information on recruitment preferences for the purposes of providing you with tailored job alerts, where you have requested these;
- information set out in your CV/covering letter and application form, including name, title, address, telephone number, personal email address, date of birth, gender, employment history, criminal convictions/offences and qualifications;
- information you provide to us during an interview;
- your race or ethnicity, religious beliefs, or sexual orientation, if you choose to provide this;
- your health, including any medical condition, health and sickness records; and
- any other information you may provide in support of building your candidate account.

We may get this information from you, your recruitment agency, your referees, the Disclosure and Barring Service (in relation to criminal convictions) and any publicly available sources where appropriate.

How and why we will use your information

We will use this information to assess your suitability for roles, to carry out background/reference checks, to communicate with you about the recruitment process and for the purpose of maintaining our records. We may also use it to comply with our legal or regulatory requirements.

We will use information you supply about your disability status (together with any adjustment requests) to ensure that we provide appropriate adjustments during the recruitment process and beyond (e.g. any accessibility requirements for attending interviews).

We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.

It is in our legitimate interests to decide whether to appoint you to the role since it would be beneficial to our business to appoint someone to that role. We also need to process your personal information to decide whether to enter into a contract of employment with you.

Criminal convictions

We may seek a disclosure of any unspent criminal convictions that you may have in order to assess suitability for roles. If we are required by law to do so, or the role requires a high degree of trust and integrity (for example it involves dealing with high value transactions), then we may require further or more detailed disclosures, including a DBS check.

We have in place appropriate safeguards which we are required by law to maintain when processing such data.

How long will you use my information for?

We will retain your personal information for a period of 24 months after we have communicated to you our decision about whether to appoint you. We retain your personal information for that period so that we can

show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way.

Where you have consented to us doing so, we may also contact you during this period to notify you of other roles that may be of interest to you.

After this period, we will securely destroy your personal information in accordance with our data retention policy.

Right to withdraw consent

In applying for this role, you consent to us processing your personal information 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 the Fenwick HR Admin team at hradmin@fenwick.co.uk. 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 fail to provide personal information

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 until you provide the information.