

RECRUITMENT PRIVACY STATEMENT – REVISED 16 APRIL 2018

Background

This privacy policy covers how we protect the data that is supplied to us by our job applicants and agencies.

Our Commitment to Job applicants

Lambert Chapman LLP believes completely in equal opportunities and will treat all applicants fairly with no discrimination.

We never knowingly provide misleading information about the nature of the role. We would never charge a job seeker a fee for the purpose of finding them a role.

Lambert Chapman LLP is committed to managing your personal information securely and with respect and in accordance with the General Data Protection requirements.

This Privacy Policy outlines how we collect, use, store and disclose the information about you that we hold.

The information we collect may cover the following:

- Contact information (name address, phone number and email address)
- Information from CV or application form (education, skills and qualifications)
- Health Questionnaires, where required as part of the role
- References from the named referees that the applicant provides and only with the applicant's consent
- Visa and proof of the right to work in the UK documents

Purpose of collection

The purpose of collecting this information is to find suitable candidates to fulfil a specific role within our organisation.

How the information is held.

Information is transmitted by email and is stored on our computers and our electronic file storage system (Virtual Cabinet). Paper files are kept in the first instance during the interview process.

The paper and electronic based filing can only be accessed by authorised Lambert Chapman LLP staff. Our staff are trained to understand the importance of keeping personal data secure.

Our computers are safeguarded by anti-virus software including firewalls and the regular changing of security passwords. Papers relating to recruitment are maintained in a locked drawer or cabinet.

The information on candidates will be held for 6 months in line with CIPD recommended best practice and no longer than 12 month based on our bi-annual data deletion programme. After which computer records will be deleted and paper records will be shredded. Only if you have given your consent for the data to be held will this not apply. Information will be deleted bi-annually in July and January. Information destroyed in July will cover the period up to the end of June and in January will cover the period up to the end of December.

Disclosure

We may disclose the information for the purpose it was collected to referees. Where additional information is required the information may be disclosed to your G.P or an Occupational Health professional.

Access and Corrections

Under the GDPR you have the right to access and seek correction of your personal information. This may be to add an additional qualification you have gained or a change of address. We will ask for proof of ID before allowing access and proof of additional qualifications. We will then ensure that the information we hold is corrected and updated. We do ask you to allow us time to make the changes which we will complete within 5 working days.

Complaints

Privacy complaints are taken very seriously and if you believe that we have breached your privacy you should in the first instance write to our Investigating Officer, Sean Wiegand, stating the details of your complaint. We would ask that you provide us with as much detail as possible to allow a thorough investigation. Your complaint will be acknowledged within 24 hours and we aim to resolve any complaint within 5 working days. However, depending on the complexity of the complaint and availability of clients or external agencies it may on occasions take longer.

Should your complaint show that we have breached our duty of care we will report the breach to the ICO.

If you are not satisfied by our response you may complain to the ICO.