

Recruitment Privacy Policy

This recruitment privacy policy sets out how Penoyre & Prasad uses and protects the personal information you provide as part of your application for a position with us.

We will not collect any information about individuals, except where it is specifically and knowingly provided by them. Any personal information collected from you will be used for recruitment purposes only.

Examples of the types of information we may collect and process from you are:

- your name
- your address
- your email address
- your telephone number
- your qualifications, education and work experience
- any other information you include in your CV or application which we feel may be relevant as part of your application

If your application has been submitted via a recruitment agency, we may collect your personal details, details of your application and details of your experience and qualifications from the recruitment agency you applied via.

You are obliged to provide this personal data to us as it is necessary for us to explore potentially entering into a contract with you. If you fail to provide it we may be unable to process your application and, if appropriate, offer you employment.

Why we use your personal information

We process your data on the basis of consent and because we have a legitimate interest in collecting your personal information for recruitment purposes and only use the information collected from your CV or application to assess your suitability for the role, to keep you updated about the recruitment process.

Where we rely on consent to process your personal data, you have a right to withdraw your consent at any time. This will not affect the lawfulness of processing based on consent before its withdrawal.

Disclosure of your personal information

We will only disclose your personal information to third parties:

- as required by law, such as to comply with a legal process or regulatory obligation
- when we believe in good faith that disclosure is necessary to protect our rights, protect your safety or the safety of others, investigate fraud, or respond to a government request
- where we have your prior consent to do so

Within Penoyre & Prasad your data will be shared with the practice management group and the administration team where appropriate in relation to their roles in the recruitment process.

Where we store your personal information

All information we have collected from you is stored on our secure, password protected in-house management information system.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal information, we cannot guarantee the security of your data transmitted to us via email; any transmission is at your own risk.

Your rights

Where you are applying for a position at Penoyre & Prasad, you have a right to:

- be informed about your data (as set out in this privacy notice)
- ask for a copy of the personal information which we hold about you (if your request is

- manifestly unfounded or excessive we may make a small charge)
- request that any inaccuracies or incomplete personal data of yours is corrected or completed
- request that the processing of your personal data be restricted or erased in certain circumstances, for example, where the data is no longer necessary to meet its purpose
- object to processing in certain circumstances, for example where this is based on legitimate interests or involves direct marketing
- receive personal data that you have provided in a structured, commonly used and machine-readable format and to have this transmitted without hindrance where the data is processed on the basis of consent or performance of a contract
- complain to the UK data protection regulatory, the Information Commissioner’s Office

Penoyre & Prasad aims to ensure that personal information held about you is accurate and up to date, that it is held securely and only for so long as is necessary for the purpose it was collected and to allow us to comply with legal requirements in certain jurisdictions. In assessing retention periods for your data Penoyre & Prasad has considered the purposes of the processing together with any legal requirements and statutory limitation periods.

Please contact the Studio Manager immediately if there are any changes in your personal circumstances which could cause the personal information held by us to be inaccurate.

Automated Decision Making (ADM)

ADM occurs when decisions are made about you by a computer or some other information analysing machine. Examples of this include the machine scanning of CVs, computer processed aptitude or personality tests and website profiling. Penoyre & Prasad do not use ADM.

Data Controller and Enquiries

Penoyre & Prasad is the data controller. For any enquiries, please contact the Studio Manager at:

Penoyre & Prasad
The White Chapel Building
10 Whitechapel High Street
London
E1 8QS

020 7250 3477



Signed:

Sunand Prasad, Principal
Rev B
Last Reviewed: May 2019
Next Review: May 2020