

Policy

Privacy Notice for Applicants

Who we are

All references to 'we', 'us', 'our' or 'the company' in this Privacy Notice refer to the following organisation:

Ellason LLP,
1 Park Road,
Hampton Wick,
Kingston Upon Thames,
Surrey,
KT1 4AS

We are registered at Companies House with Company Registration Number: OC432576.

If you have any questions about this privacy notice, including any requests to exercise your legal rights, please contact us at info@ellasonllp.com

Our role in processing your personal data

When you submit a job application to us, we act as the data controller of the personal data processed in relation to your application. This means that we are responsible for deciding how we collect, use and store information about you regarding your application.

Personal data processed as part of your application

Personal data we collect to assess your suitability for the position

As part of the application process, we will only process data that is related to your application. This includes the following ('**Application File Data**')

- Personal identification information: includes your first name, last name, title, citizenship.
- Contact information: your address, email address, and mobile/telephone numbers.
- Professional information: employment history, qualifications, CV, cover letter, interview notes, and results from any assessments or tests.
- Any additional personal data which you share with us in writing.

Personal data we collect to confirm your eligibility for employment

Should we decide to initiate the process towards agreeing an employment contract with you, we will need to conduct assessments to verify your eligibility for employment.

Right to work check

We are required under UK employment law to verify your right to work in the UK. In order to conduct this verification, we will process the following personal data ('**Right to Work Data**')

- Photographic identification
- Evidence of nationality (e.g. passport)

- Evidence of immigration status, such as visa details, biometric residence permit, immigration status document, work permit or other document confirming eligibility to work in the UK

Background checks

Depending on the specific role that you are applying for, we may be required to carry out a DBS check to verify your suitability for the role. In order to conduct this verification, we will process the following personal data ('**Background Check Data**')

- Full name and any previous names
- Date and place of birth
- Address history for the last five years
- National Insurance number

Purposes and legal basis for processing

We process your personal data only when we have a legal basis for doing so. In particular, we process your personal data for the following purposes and on the following legal bases:

Purpose	Categories of data	Legal basis
Assessing suitability for the position being applied for	Application File Data	Contract
Implementation of pre-contractual measures	Application File Data	Contract
Verifying your right to work in the UK	Right to Work Data	Legal obligation - (Art. 6(1)(c) UK GDPR and Article 9(2)(b) UK GDPR in conjunction with the Immigration, Asylum and Nationality Act 2006 and the Immigration Act 2014)
Conducting a background check	Background Check Data	Legitimate interests - Art. 6(1)(f), Article 10 UK GDPR in conjunction with Schedule 1, Part 1, Paragraph 1 of the Data Protection Act 2018. Specifically, our business interest in ensuring role suitability is based on the reasonable expectations of our clients
Assertion, exercise of defence of legal claims	Application File Data, Background Check Data	Legitimate interests - specifically our interest in protecting our business interests where we need to bring legal claims or defend against such claims

Please note:

- Where your data is processed under the performance of a contract or for a legal obligation, if you do not provide the data requested, we will be unable to advance your application.
- Where we process your personal data on the basis of a legitimate interest, you have the right to object to the processing of your personal data. Whether your objection is successful will depend on a 'balancing of interests' assessment, weighing the legitimate interests in question against your individual rights and interests.

Sources of your personal data

Most of the information we collect about you during the process of your application for employment is provided directly by you.

In addition to personal data we collect directly from you, we may also collect personal data from the following sources:

- Previous employers
- Recruitment agencies
- Reference providers
- Professional social networks
- Background check services

Who we share your personal data with

We transfer your personal data to external recipients only if you have consented to this, or if this is permitted by law.

Service providers

As with most organisations, we use service providers which help us to manage your application. When we use these service providers, it is necessary for us to share your personal data with them. This includes cloud software providers, email service providers, online applicant websites and portals.

Other recipients

In addition, we may disclose personal data relating to your application to the following organisations:

- Recruitment agencies
- Background check services

International data transfers

Where your data is transferred outside of the UK, we make sure that your data is given the same level of protection as if it remains in the UK, either because that country has a comparable data protection standard (Adequacy), or by using another safeguard such as an enhanced contractual agreement (i.e. International Data Transfer Agreement or International Data Transfer Addendum to other transfer mechanisms).

If you would like more information about this, please contact us.

How long we keep your personal data for

We will delete your personal data as soon as the purposes for storing it (see the 'Purposes and legal basis for processing' section above) no longer apply, you object to the use of your personal data, or you revoke your previously given consent.

However, your personal data may also be stored beyond this, in particular in the following cases:

- if deletion conflicts with contractual, legal or statutory retention periods;
- for the assertion, exercise or defence of legal claims ;
- if this is required for the fulfilment of a legal obligation to which we are subject.

Unsuccessful applications

If an employment relationship between you and us is not established, your personal data will be deleted from our system no later than twelve months after the termination of the process.

Successful applicants

In the event employment at our company is offered to and accepted by you, your personal data will be deleted following the termination of your employment in line with our retention periods. In the event that your personal data may be relevant and necessary to demonstrate compliance with legal obligations or for the purpose of the assertion, exercise or defence of legal claims, relevant data will be retained for a further period corresponding to the relevant legal provisions.

Your rights

You have the following rights under the UK General Data Protection Regulation:

- to be informed about how your data is used;
- to access your personal data;
- to the correction or rectification of your data;
- to request deletion of your data;
- to object to the processing of your data;
- to data portability.

Should you wish to exercise the above rights, please send an email to the following email address: info@ellasonllp.com

Further information on your right to object

You have the right to object at any time, on grounds relating to your situation, to the processing of personal data concerning you which is carried out in the public interest or based on our legitimate interests.

If you object, we will no longer process your personal data unless we can demonstrate compelling legitimate interests for the processing which override your interests, rights and freedoms, or the processing serves the assertion, exercise or defence of legal claims.

The objection can be made without any formalities.

Further information on your right to withdraw consent

In addition, if you have consented to the processing of your personal data, you may revoke your consent at any time. Please note, however, that the lawfulness of the data processing that took place prior to your revocation of consent will not be affected.

How to contact our Data Protection Officer

The contact details of our designated Data Protection Officer are as follows:

DataCo International UK Limited,
Suite 1, 7th Floor, 50 Broadway,
London,
United Kingdom,
SW1H 0BL

Telephone: +(44) 203 514 6557

Email: privacy@dataguard.co.uk

Complaints

If you are unhappy with any aspect of this privacy notice, or how your personal data is being processed, please contact us at info@ellasonllp.com.

You also have the right to lodge a complaint with the UK Information Commissioner's Office (ICO):

By post: Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF

ICO contact: <https://ico.org.uk/global/contact-us/contact-us-public/>

This notice was created with the support of [DataGuard](#).