

MARGARET HOWELL

MARGARET HOWELL LTD RECRUITMENT PRIVACY NOTICE

Margaret Howell Limited, as a data controller, is committed to protecting the privacy and security of your personal information. This privacy notice describes how we collect and use personal information of job applicants throughout the recruitment process, in accordance with the General Data Protection Regulation (GDPR).

THE INFORMATION WE COLLECT

We will collect, store, and use the following categories of personal information about you depending on the recruitment stage

- Personal contact details such as name, address, telephone numbers and personal e-mail address
- Information included in a CV or cover letter as provided by you
- Right to work documentation
- References from previous employers, educational institutions or other relevant referee
- Current contractual details such as salary and notice period
- Title
- Date of birth
- Gender
- Marital status
- National Insurance number
- Next of kin and emergency contact information
- Bank account details and tax status information
- CCTV footage

We may also collect, store and use the following “special categories” of more sensitive personal information

- Equal opportunities monitoring information including about your age, gender, ethnic origin and religion
- Information about your disability status in order to make reasonable adjustments during the recruitment process
- Information about criminal convictions and offences as necessary

HOW WE COLLECT YOUR PERSONAL INFORMATION

We collect personal information through the application and recruitment process, either directly or sometimes from an employment agency or external online job board. This is collected through CV, cover letter, application form, interview notes, passport or other applicable identity documentation, Margaret Howell starter form and HMRC Starter checklist. We may sometimes collect additional information from third parties including former employers with your permission.

HOW WE USE YOUR PERSONAL INFORMATION

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances

- I. Where it is necessary for our legitimate interests (or those of a third party) during the recruitment process including:

- Managing the recruitment process
 - Assessing suitability for the role applied for
 - Making a decision about the progression of your application or appointment
2. Where we need to comply with a legal obligation including checking you are legally entitled to work in the UK.
 3. In order to process payment for trial days worked, including deductions for tax and National Insurance contributions.
 4. Dealing with legal claims arising from the application process.

We will use your particularly sensitive personal information in the following ways

- We will use information about your disability status to ensure your health and safety during the recruitment stages and to provide appropriate workplace adjustments.
- We will use information about your age, gender, ethnic origin and religion to ensure meaningful equal opportunity monitoring and reporting.
- We will only seek or collect information about criminal convictions if it is appropriate given the nature of the role.

AUTOMATED DECISION MAKING

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making, unless we have a lawful basis for doing so and we have notified you.

TO WHOM WILL YOUR DATA BE DISCLOSED

Within the company your data is shared with the Human Resources department, interviewers for the role, managers within the department relevant to the role and IT in order to perform their roles.

Your data is shared with third-party service providers including our IT provider for performance of their services to us. The company does not share your data with other third parties unless you are successful in reaching the trial day stage of our recruitment process. In order to make the payment offered for attending trial days we need to share your data with our payroll provider. All our third-party service providers are required to take appropriate security measures to protect your personal information in line with our company policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

INFORMATION SECURITY

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees and other third parties who have a business need to know. We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator, of a suspected breach where we are legally required to do so.

RETENTION OF PERSONAL DATA

We will retain your personal information for the following periods

- Where applicants are unsuccessful, for one year from the date the relevant recruitment campaign ends.
- Where applicants are successful in reaching the trial day recruitment stage only, the details collected via the Margaret Howell STARTER FORM and HMRC Starter checklist are retained for a period of 6 years due to HMRC regulations.
- Where applicants are successful for the period of their employment and for six years after their employment comes to an end.

Should we wish to retain your details on file in order to contact you with regards to future vacancies, we will always write to request your consent before doing so and if given, your consent can be withdrawn at any time.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you for company reporting and monitoring, in which case we may use such information without further notice to you.

YOUR RIGHTS IN RELATION TO YOUR INFORMATION

Under certain circumstances, by law you have the right to

Request access to your personal information (commonly known as a “data subject access request”). This enables

you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.

Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.

Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).

Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.

Request the restriction of processing your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.

Request the transfer of your personal information to another party.

IF YOU DO NOT PROVIDE PERSONAL DATA

If you choose not to provide certain information when requested, we may not be able to consider your candidacy.

CHANGES TO THIS PRIVACY NOTICE

We reserve the right to update this privacy notice at any time and will ensure this is made accessible via our careers page and via other third party recruitment agencies and websites.

FURTHER INFORMATION

If you have any questions relating to this privacy notice or wish to exercise your rights as listed above, please contact the company Privacy Officer at privacy@margarethowell.co.uk in writing.

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.