

Candidate Privacy Notice.

Hoare Lea is a "data controller", which means that we are responsible for deciding how we hold and use personal information about you. You are being sent a copy of this privacy notice because you are applying for work with us (whether as an employee, worker or contractor) and to make you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for. It provides you with certain information that must be provided under the General Data Protection Regulation (GDPR).

What information does Hoare Lea collect?

Hoare Lea collects a range of information about you. This includes the following:

- Your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which Hoare Lea needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

Hoare Lea may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

Hoare Lea may also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks.

Hoare Lea will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR and payroll management systems and on other IT systems (including email).

Why does Hoare Lea process personal data?

Hoare Lea needs to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you.

In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts.

Hoare Lea has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows Hoare Lea to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. Hoare Lea may also need to process data from job applicants to respond to and defend against legal claims.

Hoare Lea may process information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where Hoare Lea processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

For some roles, Hoare Lea is obliged to seek information about criminal convictions and offences. Where Hoare Lea seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, Hoare Lea may keep your personal data on file in case there are future employment opportunities for which you may be suited. Hoare Lea will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

Who has access to your data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers and PA's in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

Hoare Lea will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. Hoare Lea will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks where appropriate. In addition, our health check provider will also be contacted, but only with your consent.

We may transfer your data outside of the European Economic Area to the United States. Where that is the case we adhere to the principles of the EU-U.S. Privacy Shield framework, ensuring an adequate level of protection for transferred data.

HLE MS Forms Candidate Data Protection paragraph –

Please be aware that the data collected via Microsoft Forms may be stored and processed in the United States, a country outside of the UK and the European Economic Area (EEA). Microsoft [and Tetra Tech] adhere to the principles of the EU-U.S. Privacy Shield framework,

ensuring an adequate level of protection for transferred data.”

How does Hoare Lea protect data?

Hoare Lea takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. 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.

If you would like to see a copy of our Data related policies, please contact peopleanddevelopment@hoarelea.com to request a copy.

For how long does Hoare Lea keep data?

If your application for employment is unsuccessful, Hoare Lea will hold your data on file for 2 years after the end of the relevant recruitment process. If you agree to allow Hoare Lea to keep your personal data on file, Hoare Lea will hold your data on file for a further 5 years for consideration for future employment opportunities. At the end of that period (or once you withdraw your consent), your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in an employee privacy notice.

Your rights

In 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 the 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 stop processing personal information where we are relying on a legitimate interest and there is something about your particular situation which makes you want to object to processing on this ground.
- Request the restriction of processing of 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 would like to exercise any of these rights, please contact peopleanddevelopment@hoarelea.com.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to Hoare Lea during the recruitment process. However, if you do not provide the information, Hoare Lea may not be able to process your application properly or at all.

Automated decision-making

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.