
PKF FRANCIS CLARK
RECRUITMENT PRIVACY
POLICY

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1. GENERAL INFORMATION

PKF Francis Clark is a trading name of Francis Clark LLP, which is a Data Controller and registered with the Information Commissioners Office [ICO] under reference Z2121229. We also trade through a number of other legal entities, which are either subsidiaries or are closely related by virtue of common ownership.

The full list of legal entities is:

- Francis Clark LLP
- PKF Francis Clark Limited
- Francis Clark Tax Consultancy Limited
- CIS Tax Advice Limited
- PW Payroll Solutions Limited
- Francis Clark Financial Planning Limited

This privacy policy relates to all of the above legal entities (the 'FC Group') and applies to all visitors to our recruitment website who provide us with their personal data.

This privacy policy describes how we collect and use personal information about you during and after the recruitment process in accordance with current relevant legislation including the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. We encourage you to read the policy carefully, together with any other privacy notices we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using your information.

If you want to request more information about our privacy policy or information regarding data protection you should contact us using the details provided below:

For the attention of: Head of Privacy

Mail: Francis Clark LLP, Sigma House, Oak View Close, Edginswell, Torquay TQ2 7FF

Email: privacyofficer@pkf-francisclark.co.uk

Telephone: 01803 320100 and ask to speak to the Head of Privacy

The FC Group "the firm" is committed to protecting the privacy and security of your personal information.

2. PURPOSE AND LEGAL BASIS PROCESSING

Our purpose for processing your personal data is to assess your suitability for a role you have applied for.

We rely on the lawful basis of performance of contract to process your personal data or to take steps as you request, before entering contract.

We rely on the lawful basis of compliance with legal obligations to process your personal data in connection with any reasonable adjustments you require under the Equality Act 2010.

In order that we may process any special category data such as health, religious or ethnicity information we do so under article 9(2) (b) of the GDPR that relates to obligations in employment and safeguarding of your fundamental rights, as well as Schedule 1 part (1) of the Data Protection Act 2018 which relates to processing for employment purposes.

3. DATA PROTECTION PRINCIPLES

In collecting and processing your personal information, we will comply with the data protection law in force at the time. This requires that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

4. WHAT KIND OF INFORMATION DO WE ASK YOU TO GIVE US?

We do not collect more information than we need to fulfil our stated purposes and will not keep it longer than necessary.

We will use contact details you give us to contact you to progress your application. We will use the other information you provide to assess your suitability for the role.

5. HOW WE COLLECT YOUR PERSONAL DATA

The firm may collect this information in a variety of ways. For example, personal data might be collected through application forms, CVs or resumes; recruitment agencies, obtained from your passport or other identity documents such as your driving licence; from forms completed by you during the recruitment process (such as personal information forms, benefit nomination forms); from correspondence with you; or through interviews, meetings or other assessments.

In some cases, the firm may collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers, information from credit reference agencies and information from criminal records checks permitted by law.

6. HOW WE WILL USE YOUR PERSONAL DATA

We will use your personal information you provide during the recruitment process to progress your application with a view to offering you an employment contract with us, or to fulfil legal or regulatory requirements if necessary.

7. WHERE WE STORE YOUR PERSONAL DATA

This data will be stored in a range of different places, including in your personnel file, in the firm's HR management systems, in the firm's recruitment system (eArcu) and in other IT systems (including the firm's email system)

8. WHO HAS ACCESS TO YOUR PERSONAL DATA?

Your information may be shared internally, including with members of the People Team and managers in the business area in which you are applying for a job during the recruitment process.

9. WHY WE MIGHT SHARE PERSONAL DATA WITH THIRD PARTIES?

We may have to share your data with third parties, including third party service providers. We will share your personal information with third parties where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate reason to do so.

Third parties include:

DBS checks - Devon County Council,

Credit checks – threesixty services LLP

Occupational health provider - Managed Occupational Health

10. WHY WE MIGHT TRANSFER INFORMATION OUTSIDE THE EEA

Your data may be transferred to countries outside the European Economic Area (EEA) based on one of the appropriate safeguards referred to in the GDPR this is due to the firm being part of the international PFK network and due to certain outsourcing arrangements.

11. HOW WE PROTECT PERSONAL DATA?

The firm takes the security of your data seriously. The firm has internal policies and controls in place that aim to ensure your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. For further information, please see the policy on Information and Communication systems, Social Media Policy and Guidelines.

Where the firm engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and formal measures to ensure the security of data.

12. HOW LONG WE KEEP PERSONAL DATA?

We will only retain your personal information for as long as necessary to fulfil the purpose we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

13. YOUR DUTY TO INFORM US OF CHANGES

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes.

14. YOUR RIGHTS

Under certain circumstances, as a data subject, you have a number of rights. These are summarised below. Please note that your rights may be limited and subject to restrictions in certain situations. You have:

- a right to be informed about the collection and use of your data (this policy);
- a right to access and obtain a copy of your data on request;
- a right to require the firm to change incorrect or incomplete data;
- a right to require the firm to delete or restrict, processing your data, for example where the data is no longer necessary for the purposes of processing;
- a right to request the transfer of your data to another party; and
- a right to object to the processing of your data where the firm is relying on its legitimate interests or consent as the legal ground for processing.

If you would like to exercise any of the above rights, please contact the People Team using the telephone or mail address on page 1.

If you would like to exercise your right of access (subject access request) contact Head of Privacy using the contact details on page 1 and let us know what specific information you request.

15. COMPLAINTS

If you believe that the firm has not complied with your data protection rights, please contact us or you can inform the Information Commissioners Office, the UK supervisory authority for data protection issues at: www.ico.org.uk/make-a-complaint/

16. CHANGES TO THIS PRIVACY NOTICE

We reserve the right to update this privacy notice at any time (new items will be added below), and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

17. CCTV

We operate closed circuit television (CCTV) to provide security for staff, visitors and property. We may, where appropriate, also process this data for the prevention of crime. When visiting any of our premises we will endeavour to make you aware that CCTV is in operation. For further details regarding this processing please contact the Head of Privacy.

If you have any questions about this privacy policy, please contact Head of Privacy using the contact details on page 1

I acknowledge that I have read and understood the Recruitment Privacy Policy.

Signature:
Name:
Date: