

## Privacy Notice for Job Applicants

Your privacy is important to Dixon Searle Partnership Ltd (“DSP”). This Privacy Notice is to inform you how we will use the personal information you submit when applying for a job with us (your “data”) and to advise you of your rights.

### What types of information do we process?

This Privacy Notice covers any data you submit to DSP, such as:

- Name, address, email address, telephone number or other contact information;
- Information contained in your CV or covering letter, such as previous work experience, education or other information you provide for our consideration;
- Type of employment sought, desired salary, willingness to relocate or other job preferences;
- Names and contact information of referees – please note that it is your responsibility to obtain consent from referees before providing their personal information to us.

### Lawful basis

Job application data will be collected and processed by DSP in accordance with the General Data Protection Regulation (EU) 2016/679 coming into effect in the UK on 25 May 2018. DSP will rely on your consent as the lawful basis for processing your data.

### Your consent

By submitting your job application data to DSP you are granting your consent to the processing of your data in accordance with this Privacy Statement. Providing your data is voluntary. However, if you choose not to provide all of the information requested, our ability to consider you as a candidate may be limited.

### Who may access your data?

Only the directors and select employees of DSP, such as your potential future manager, have access to your data. Except as may be required by law, your data will not be provided to a third party.

### For what purposes will the data be used?

The data you provide will be used to assess your application for employment, to verify your information and conduct reference checks, and to communicate with you.

If you accept employment with DSP, the information collected will become part of your employment record and will be used for employment purposes.

### Data security

Data is stored electronically on a secure server at our office as well as secure cloud back-up. We will take all reasonable measures to avoid one, but should we become aware of any potential data breaches, the Data Controller will advise you as soon as possible, and in any case within 72 hours.

#### **How long will we keep your data?**

Unless we obtain your express consent otherwise, the data of unsuccessful applicants will be kept for a maximum of one year from submission. We may seek written consent from some applicants to retain the data for a longer defined period in order to keep you informed of future career opportunities with DSP.

Any hard copies of your data will be securely shredded after the interview stage.

#### **Data access requests**

You can request a copy of your data, correct it or delete it any time by contacting our Data Controller in writing (preferably by email). Contact details are provided below.

#### **Right to complain**

You have a right to complain to the Information Commissioner's Office if you think there is a problem with the way we are handling your data. Their contact details are available at [www.ico.gov.uk](http://www.ico.gov.uk).

#### **Contact us**

Data Controller – Rob Searle (Director)

Dixon Searle Partnership Ltd  
Elm House  
Tanshire Park  
Shackleford Road  
Elstead  
Surrey  
GU8 6LB

Telephone: 01428 288101

Email: [rob@dixonsearle.co.uk](mailto:rob@dixonsearle.co.uk)