

## **BARINGA PARTNERS LLP**

### **PRIVACY NOTICE FOR JOB CANDIDATES**

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#### **1. What is the purpose of this document?**

Baringa Partners LLP is a "controller". This 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). It makes 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 ((EU) 2016/679) (GDPR) and the Data Protection Act 2018.

References in this notice to 'Baringa' or 'we' means Baringa Partners LLP and all the Baringa group companies (a list of which can be provided to you on request).

#### **2. Data protection principles**

We will comply with data protection law and principles, which means that your data will be:

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

#### **3. The kind of information we hold about you**

Personal data, or personal information, means any information that relates to an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

There are certain types of more sensitive personal data which require a higher level of protection, such as information about a person's health or sexual orientation. Information about criminal convictions also warrants this higher level of protection.

In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you:

- The information you have provided to us in your curriculum vitae and covering letter.
- The information you have provided on our application form, including name, title, address, telephone number, personal email address, date of birth, gender, employment history, qualifications, etc.
- Any information you provide to us during an interview.
- Any information provided to us in the form of references upon your authorisation.

We may also collect, store and use the following types of more **sensitive personal information**:

- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions to identify or keep under review the existence or absence of diversity and inclusion.
- Information about your health, including any medical condition, health and sickness records.
- Information about criminal convictions and offences.

#### **4. How is your personal information collected?**

We collect personal information about candidates from the following sources:

- You, the candidate.
- A recruitment agency, authorised by you to provide relevant personal data to us.
- A background check provider, from which we collect the following categories of data: identity verification, educational records, home addresses.
- A credit reference agency.
- The Disclosure and Barring Service in respect of criminal convictions.
- Your named referees, from whom we collect the following categories of data: periods or previous employment, roles held and performance in such roles.

#### **5. How we will use your personal information**

We will use the personal information we collect about you to:

- Assess your skills, qualifications, and suitability for the work or role.
- Carry out background and reference checks, where applicable.
- Communicate with you about the recruitment process.
- Keep records related to our hiring processes.
- Comply with legal or regulatory requirements.

It is in our legitimate interests to decide whether to appoint you to the work or role since it would be beneficial to our business to appoint someone to that the work or role.

We also need to process your personal information to decide whether to enter into a contract of employment with you.

Having received your CV and covering letter or your application form and the results from any test which you take, we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to invite you for an interview. If we decide to call you for an interview, we will use the information you provide to us at the interview to decide whether to offer you the role or work. If we decide to offer you the role or work, we will then take up references and/or carry out a background and reference checks before confirming your appointment.

## **6. If you fail to provide personal information**

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully. For example, if we require a credit check or references for this role and you fail to provide us with relevant details, we will not be able to take your application further.

## **7. How we use particularly sensitive personal information**

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

- We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during a test or interview.
- We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.

## **8. Information about criminal convictions**

We are entitled to carry out a criminal records check in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for the role. In particular:

- The role requires a high degree of trust and integrity and so we would like to ask you to seek a basic disclosure of your criminal records history.
- A number of our clients operate in regulated industries that require us to conduct criminal records checks on our employees and contractors.

## **9. Data sharing**

We will only share your personal information with the following third parties for the purposes of processing your application: other Baringa group companies and a search or recruitment agency used by us to fill the role. All our third-party service providers and other entities in the Baringa group are required to take appropriate security measures to protect your personal information in line with our 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.

## **10. Data 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, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

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.

## **11. Data retention**

We will retain your personal information for a period of up to two (2) years after we have communicated to you our decision about whether to appoint you to the role or work. We retain your personal information for that period on the basis that a further opportunity may arise in future and we may wish to consider you for that or so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with our data retention policy and applicable laws and regulations.

## 12. Your rights in connection with personal 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. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **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 want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact Baringa's Legal & Commercial Officer in writing.

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

## 13. Responsibility for Data Protection

In the UK Baringa's Legal & Commercial Officer is responsible for Baringa's adherence to data protection laws. If you have any questions about this privacy notice or how we handle your personal information, please contact Baringa's Legal & Commercial Officer at [LegalDept@baringa.com](mailto:LegalDept@baringa.com).