

Allford Hall Monaghan Morris Ltd processes the personal data you provide during the recruitment process to assess your suitability for the position for which you have applied.

What information do we ask for, and why?

We do not collect more information than we need to fulfil our stated purposes. For example, we hold the following types of data:

- Contact details such as name, address, phone numbers and personal email addresses
- Resume
- Qualifications/Education details
- Details of your experience and portfolio of your work
- Your right to work status
- Which position you have applied for

We may also record your gender and ethnicity (if you choose to disclose this) for the purpose of equality and diversity reporting.

What will we do with the information you give us?

We will use all the information you provide during the recruitment process to progress your application with a view to offering you an employment contract with us. This may include sharing your information with appropriate managers.

We may use your information to fulfil legal or regulatory requirements if necessary, which may include disclosing or sharing your personal data to government bodies, such as HMRC. We may also work with third parties to support our business processes, which may include staff vetting services. Where this occurs, we will ensure they only use your personal information securely and only in ways that we have instructed them to.

We will use the contact details to keep you informed on the progress of your application. We will use the other information to assess your suitability for the role.

The lawful basis

The lawful basis we rely on for processing your personal data are:

- Consent if you have applied for employment - Article 6 (1)(a)
- Necessary to perform a contract or to take steps at your request, before entering a contract - Article 6 (1)(b)
- Comply with our legal obligations, such as if you provide us with any information about reasonable adjustments you require under the Equality Act 2010 or legal obligations relating to your right to work in the UK - Article 6 (1)(c)
- Legitimate interests of AHMM to manage recruitment to ensure we employ the right people for our company and we will use your details to make the appropriate checks - Article 6 (1)(f)
- AHMM process some special category data, such as information about ethnic origin and gender. This is done for the purposes of equal opportunities monitoring. Data that AHMM uses for these purposes is anonymised. You have the right to withdraw this data at any time - Article 9(2)(b) of the GDPR and Schedule 1 part 1(1) of the DPA 2018

How long is the information kept for?

We will take reasonable steps to retain personal information only for as long as we need to process your job application. However we may retain your details, after a decision has been reached on your application for a specific vacancy, (for example in case alternative or more suitable vacancies arise in the future).

Your rights

You have several rights under Data Protection regarding your privacy and your personal data, the following are most relevant:

- the right to be informed about the data we hold on you and what we do with it
- the right of access to the data we hold on you
- the right for any inaccuracies in the data we hold on you, however they come to light, to be corrected. This is also known as 'rectification'
- the right to have data deleted in certain circumstances. This is also known as 'erasure'
- the right to restrict the processing of the data
- the right to object to processing or to withdraw consent

Please be aware not all rights will apply to all processing. However, any questions, comments and requests regarding this privacy policy are welcomed and should be addressed to recruitment@ahmm.co.uk.

If you have any concerns regarding your data or you would like to complain, you can contact us at recruitment@ahmm.co.uk and 020 7251 5261, or you can also get more information or raise concerns with the Information Commissioner's Office (ICO). You can contact the ICO at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or by telephone on 0303 123 1113 (local rate) or 01625 545 745 www.ico.org.