



Job Applicant Privacy Notice

Data controller: The Third Floor London Ltd, 28 Chancery Lane, London, WC2A 1LB

Data protection contact: recruitment-ldn@thethirdfloorinc.com

As part of any recruitment process, the organisation collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the organisation collect?

The organisation collects a range of information about you. This includes:

- your name, city and country of residence and contact details, including email address and telephone number;
- details of your education qualifications, skills, experience and employment history and details about professional profiles, such as your LinkedIn profile;
- information about your salary expectations, including benefit entitlements;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK;
- special categories of personal data such as equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief (which we will anonymise) and information about any medical conditions or a disability that you may have so that the organisation can make reasonable adjustments for you as part of the application and recruitment process.;
- results and reports received as part of any skills tests or psychometric profiling that is undertaken as part of the recruitment process;
- any additional information that you choose to provide with your job application, or include on your CV that you send us at the time of applying for a job such as your personal interests or names and contact details of referees if you provide them; and

The organisation collects 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, including online tests.

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

Why does the organisation process personal data?

The organisation processes data about you in connection with the application and recruitment process for the following purposes:

- To assess your suitability for job vacancies when you have submitted an application;
- To send you alerts about job vacancies where you have explicitly requested us to do so by registering to receive job alerts through our Site;
- To invite you to attend an interview for a position that you have applied for;
- To provide you with progress updates about a position that you have applied for, including to provide feedback or offers of employment to you following an interview process;
- To send you correspondence about your application by email, or by post
- For our own administrative and quality assurance purposes, including without limitation, to analyse the use of our Site in order to improve its content, layout and services;
- Where processing is necessary for our legitimate interests
- For equal opportunities monitoring purposes;
- For the purposes of making reasonable adjustments where it may be required in the application and selection process;
- Where your initial application is unsuccessful, to notify you of other job vacancies within the organisation that you may be suitable for where you have given us your express consent to do so (which can be withdrawn at any time).
- Where processing is necessary for the performance of a contract that we are entering into with you;
- Where the processing is necessary for the compliance with legal obligations;

Where you have given us your consent to the processing (which may be withdrawn at any time);

Who has access to data?

Your information will be shared internally for the purposes of evaluating your job application and making recruitment decisions. This may include members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles. Your personal data may also be shared with third party providers who administer skills testing or psychometric testing services, or technology providers who provide our database where your personal data is stored.

Your data may be transferred outside the European Economic Area (EEA), including to our affiliates who operate in the United States and Canada. There may be other circumstances where your data is transferred outside of the EEA and where such transfers occur, the organisation will ensure they are made subject to suitable safeguards as required by data protection legislation in force as amended from time to time.

How does the organisation protect data?

The organisation 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.

For how long does the organisation keep data?

If your application for employment is unsuccessful, the organisation will hold your data on file for 6 months after the end of the relevant recruitment process.

Due to the nature of our business, The Third Floor London Ltd can hire the same candidate multiple times for different projects over a period of time so we may maintain your details for future opportunities.

If you agree to allow the organisation to keep your personal data on file, the organisations will hold your data on file for 5 years for consideration for future employment opportunities. At the end of that period if your record has not been further updated by you as a candidate 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 a new privacy notice.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
- ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights or make a subject access request, please contact **recruitment-ldn@thethirdfloorinc.com**

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner which can be contacted at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, <https://ico.org.uk>

Changes to this Privacy Policy

The organisation may update or change this Privacy Policy from time to time without prior notice to you. Any changes to the Privacy Policy will be updated on our website.