

DATA PROTECTION PRIVACY NOTICE (WORK EXPERIENCE)

This notice explains what personal data (information) we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation. Please ensure that you read this notice (sometimes referred to as a 'privacy notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

1. WHO COLLECTS THE INFORMATION

Lanyon Bowdler LLP is a 'data controller' and gathers and uses certain information about you.

2. DATA PROTECTION PRINCIPLES

We will comply with the data protection principles when gathering and using personal information, as set out in our data protection policy, a copy of which is available on request.

3. ABOUT THE INFORMATION WE COLLECT AND HOLD

The table set out in **Error! Reference source not found.** summarises the information we collect and hold, how and why we do so, how we use it and with whom it may be shared.

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

4. WHERE INFORMATION MAY BE HELD

Information may be held at our offices and third party agencies, service providers, representatives and agents as described above.

5. HOW LONG WE KEEP YOUR INFORMATION

We keep your information before, during and after your work experience placement, for no longer than is necessary for the purposes for which the personal information is processed.

Further details on our approach to information retention and destruction are available in our Data Retention Schedule.

6. YOUR RIGHTS TO CORRECT AND ACCESS YOUR INFORMATION AND TO ASK FOR IT TO BE ERASED

Please contact our HR Manager at Hazledine House, Central Square, Telford, TF3 4JL (telephone 01952 211066) if (in accordance with applicable law) you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask our HR Manager for some but not all of the information we hold and process to be erased (the 'right to be forgotten') in certain circumstances. Our HR Manager will provide you with further information about the right to be forgotten, if you ask for it.

7. KEEPING YOUR PERSONAL INFORMATION SECURE

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

8. HOW TO COMPLAIN

We hope that our HR Manager can resolve any query or concern you raise about our use of your information. If not, contact the Information Commissioner at <https://ico.org.uk/concerns/> or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.

Schedule 1

About the information we collect and hold

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
Your name and contact details (ie address, home and mobile phone numbers, email address)	From you	Legitimate interest: to carry out an efficient work experience programme	<p>To enable HR personnel or other staff involved in our work experience programme to contact you to progress your application, arrange interviews if appropriate and inform you of the outcome, and of arrangements for your placement</p> <p>To inform the relevant managers or departments about your placement</p> <p>To cross check against subsequent applications for training contracts or other employment</p>
Details of your qualifications, experience, employment history (including job titles) and interests	From you	Legitimate interest: to carry out an efficient work experience programme	<p>To make an informed decision about offering you a placement</p> <p>To inform the relevant managers or departments about your placement</p> <p>To cross check against subsequent applications for training contracts or other employment</p>
Details of any disabilities you have	From you	<p>To comply with our legal obligations</p> <p>Legitimate interests: to comply with legal, regulatory and corporate governance obligations and good practice, to ensure safe working practices</p>	<p>To maintain employment records, to follow our policies</p> <p>To inform the relevant managers or departments</p> <p>For further information, see * below</p>

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
Your nationality and immigration status and information from related documents (such as your passport or other immigration information) and other identification documentation <input type="checkbox"/>	From you and, where necessary, the Home Office	To comply with our legal obligations Legitimate interest to maintain employment or other records and to comply with regulatory and corporate governance obligations and good practice	To carry out right to work checks Information may be shared with the Home Office

You are required (by law or in order to enter into a work placement with us) to provide the categories of information marked ‘’ above to us to enable us to verify your right to work and suitability for the position.

* Further details on how we handle sensitive personal information and information relating to criminal convictions and offences are set out in our Data Protection Policy, available on request.