



### ***Privacy Statement for all Applicants***

#### **Introduction**

This Privacy Statement sets out how we, Andrew Bloomer Associates Limited, will store and manage the information we hold about you. This Privacy Statement will apply to all those individuals who work with Andrew Bloomer Associates to be placed in a permanent role with one of our clients.

Andrew Bloomer Associates needs to keep and process information about you for several different purposes, which we will summarise below. The information we hold and process about you will be used for our management and administrative use only.

#### **What will we do with your personal information**

We will keep and use this information to enable us to run our business and manage our relationship with you effectively throughout your time with us. This will start from your initial contact with us, to the various discussions and correspondence that we will enter into when trying to find you a suitable position. Once we have placed you in a suitable position, we will retain your personal data for a specific period of time as set out below.

We will try our best to ensure that we always deal with your data lawfully and appropriately throughout this time in accordance with the General Data Protection Regulation (the GDPR) and best practice.

We will use this information to;

- Enable us to find a suitable position for you with one of our clients;
- Allow us to ensure that we comply with the requirements of the third parties, including our clients, that we carry out business with;
- To comply with any legal requirements;
- To pursue our legitimate interests; and
- To protect our legal position.

We cannot force you to give us this information. However, if you fail to do so then we may be unable to comply with our obligations and may not be able to help you in finding a new position. If you have any concerns about how we will deal with your information then please let us know and we will explain the legal basis of our actions.

As a company we may sometimes need to process your data to pursue our legitimate business interests, for example to prevent fraud, administrative purposes, ensuring that we comply with our legal and other obligations in respect of any regulator that may take an interest in our work (such as the Solicitors' Regulatory Authority) or reporting potential crimes. The nature of our legitimate interests includes ensuring that we only offer you work which is suitable for you and satisfies the requirements of our

clients, ensuring that you are appropriately trained, experienced and qualified to carry out the work you have been offered, and that your interests are properly protected when you are permanently placed with a client of Andrew Bloomer Associates. Importantly, we will never process your data where our legitimate business interests are overridden by your own interests.

You personally would have supplied the majority of the information that we hold about you. As we do not have a standard CV request form you would also have decided how much information to send us about yourself. We will only retain that information that we believe is necessary to allow us to properly find a suitable position for you and will permanently delete the remainder. Some of the information that we hold about you may have come from third parties, for example from the clients or organisations that you currently carry out work with, or references from your previous employer.

**What sort of personal information will we hold about you and why do we retain it?**

Andrew Bloomer Associates will hold and manage various types of information about you.

That will include documents about your relationship with Andrew Bloomer Associates, such as your CV, and any other information that you may send us, or that we request from you. We will also hold information such as any correspondence and other communications that we have with our clients, to try and find you a suitable position.

Andrew Bloomer Associates routinely uses email and other electronic forms of communication. You will be referred to in various company documents and records that are produced by us in order to help you find another position. We will need to send your data to our clients so that they can understand whether you are a suitably qualified candidate or not, and whether they should progress your application for employment with them. We will always obtain your prior consent to sending your details to our clients. Andrew Bloomer Associates will also hold and manage your personal data to fulfil its own legitimate business interests, including ensuring its own smooth and efficient operations.

Where necessary, we may keep information relating to your health, which could include reasons for your absence from work for your current or previous employer. This information will be used in order to comply with our contractual obligations with our clients who may want to understand any of your absences from work. In some cases we, together with a client who is proposing to offer you a suitable position, may want to understand how your health affects your ability to carry out your proposed position and whether any adjustments would need to be made to ensure that you could carry out your work safely both from your perspective and that of the colleagues you are working with. We may also use your details when updating or checking registration with professional bodies such as the Solicitors' Regulatory Authority.

We will not generally ask you to supply us with special categories of information, for example those that relate to your racial or ethnic origin, political opinions, religious and philosophical beliefs, trade union membership, biometric data or sexual orientation. If a client asks you, via us, to provide that information you may give your consent to supplying it. You are able to withdraw your consent at any time and if you do we will ensure that that special category of data is deleted.

Other than as mentioned in this Privacy Statement, we will only disclose information about you to third parties if we are legally obliged to do so.

We will generally store your information for a period of 6 years after you initially contacted us to assist you in finding another position, or after placing you with a client, whichever is appropriate. This is to allow us to deal with any legal, regulatory or similar issue that comes about. You may be asked to allow us to keep your details on file, and to contact you if a suitable vacancy subsequently arises.

If in the future we intend to process your personal data for a purpose other than that which it was collected we will provide you with information on that purpose and any other relevant information.

### **Your rights**

Under the General Data Protection Regulation (GDPR) and The Data Protection Act 2018 (DPA) you have a number of rights with regard to your personal data. You have the right to request from us access to and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability.

If you have provided consent for the processing of your data you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn. If you wish to withdraw your consent please email [andrew@abalegal.co.uk](mailto:andrew@abalegal.co.uk)

setting out your name and address and the information that you no longer wish us to hold or manage. We will then ensure that any personal information is permanently deleted and will no longer be able to make any use of it.

You have the right to lodge a complaint to the Information Commissioners' Office if you believe that we have not complied with the requirements of the GDPR or DPA with regard to your personal data.

### **Identity and contact details of controller**

Andrew Bloomer Associates Limited is the controller of data for the purposes of the DPA and GDPR.

If you have any concerns or queries about the information we hold about you please e-mail

[andrew@abalegal.co.uk](mailto:andrew@abalegal.co.uk)

or write to

Andrew Bloomer at

Andrew Bloomer Associates

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Northwich Road

Lower Whitley

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