

TRAVERS SMITH PRIVACY NOTICE FOR RECRUITMENT

This notice sets out how Travers Smith LLP and Travers Smith Employment Services Limited (together "we" or Travers Smith) use personal information we may hold about you in connection with recruitment or vacation schemes/work experience, and your rights in relation to this. This notice applies to job/vacation scheme/work experience applicants and prospective job/vacation scheme/work experience applicants. We may amend this policy at any time.

What personal information may Travers Smith hold about you and how is it collected?

We will hold and process personal information relevant to recruitment or vacation schemes or work experience, which may include CVs, application forms, photographs (including photos taken at recruitment events), interview notes, results of pre-employment checks, references, DBS checks, information relating to your right to work (for example, passport information, visa details, immigration permissions, travel information), information relating to any reasonable adjustments for a disability.

We collect this personal information either directly from you (including through third party platforms, such as CVMail or Vantage) or from third parties including employment agencies, former employers, other referees, qualifications bodies, education bodies, background check agencies, diversity organisations (such as Rare or Aspiring Solicitors) or publicly available information.

What does Travers Smith do with your personal information?

We process recruitment information about job, vacation scheme and work experience applicants, in order to ensure that our employees, workers and vacation scheme/work experience students have the appropriate skills, qualification, experience and suitability for each role, and where applicable have the right to work in the UK. We may also process such information for the purpose of organising events which we think may be of interest. We may also process health information in order to comply with our duty to make reasonable adjustments.

We also process information about prospective job or vacation scheme or work experience applicants, for example details of individuals who have attended recruitment events or signed up to a diversity organisation (such as Rare or Aspiring Solicitors), for the purpose of organising events which we think may be of interest, and in order to track which individuals subsequently apply (as part of our assessment of the success of recruitment initiatives).

Who does Travers Smith share your personal information with?

We may disclose personal information to appropriate persons, where needed in order to enable us to achieve the objective of our processing of the data as described above. This includes to third party suppliers of services who assist our recruitment process (such as background checking agents), former employers or other referees, and regulatory bodies (as required by law). Where we process information about diversity, including social diversity, this is to monitor, review and consider how to improve, equal opportunities.

Grounds for processing

The legal basis for processing your personal information relating to recruitment is because it is necessary for our legitimate interests in operating our business efficiently or to comply with our legal obligations. Where we process recruitment information which falls within "special categories", (which may include health information) or DBS check details, this is because it is necessary in connection with our employment law or regulatory rights, obligations and requirements.

Transfer outside the EEA

Where needed in order to enable us to achieve the objective of our processing the data as described above, we may transfer your personal information to third parties outside the European Economic Area. Where we do so we will only transfer your personal information to third parties outside the EEA if that third party (a) is situated in a country that has been confirmed by the European Commission to provide adequate protection to personal information, or (b) has agreed (by way of written contract) to provide all protections to your personal information as required by data protection legislation, or (c) if the transfer is otherwise permitted by law.

For how long does Travers Smith keep your personal information?

We will keep your personal information for a period of time determined by our Data Retention Policy, which sets criteria for retention/destruction of data based on our business needs and regulatory requirements to which we are subject.

What rights do you have in respect of our holding your personal information?

Data protection legislation gives you the following rights in relation to the personal information we hold about you:

- you can ask what personal information we hold about you and be provided with a copy;
- if personal information is incorrect you can ask us to correct it;
- you can ask us to delete or cease processing of the personal information that we hold about you in certain circumstances, for example, where we no longer need that information;
- you can ask us to send you, or another organisation, certain types of personal information about you in a format that can be read by computer;
- you can withdraw your consent to our processing your personal information, where our processing is based on your consent;
- you can complain to the UK regulator, the Information Commissioner's Office at www.ico.org.uk if you think that we aren't complying with our obligations regarding your personal information.

Should you wish to exercise any of these rights, or if you have any queries or complaints in relation to how we use your personal information, please contact Human Resources (HR@traverssmith.com or (in relation to trainee/vacation scheme events or applications) Graduate Recruitment (GraduateRecruitment1@traverssmith.com).

