

# Privacy Notice for Recruitment



March 2021

This notice sets out how Travers Smith LLP ("Travers Smith"/"we"/"us"/"our") uses the Personal Information (as defined in our general Privacy Policy) we may hold about you in connection with recruitment (including for training contracts) or vacation schemes/work experience, and your rights in relation to this. This notice applies to job (including training contracts)/vacation scheme/work experience applicants and prospective job (including training contracts)/vacation scheme/work experience applicants.

It should be read in conjunction with our general Privacy Policy (which can be found on our website, [www.traverssmith.com](http://www.traverssmith.com)), which contains information on who the data controller is in respect of your Personal Information, how your Personal Information may be shared with third parties who are located outside the UK or the European Economic Area (as applicable), how long we keep your Personal Information for, and your rights in relation to the Personal Information we hold about you, together with information about the cookies which we use on our website.

## 1 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:

- identity information such as name, date of birth, gender and evidence of ID;
- contact information such as home address, email address and telephone number;
- photographs (including photos taken at recruitment events);
- recruitment information such as CVs, application forms, evidence of qualifications and references;
- information relating to physical or mental health, including dietary requirements and information about reasonable adjustments due to a disability;
- equal opportunities monitoring information, including information about race, ethnic origin, religion and sexual orientation;
- interview notes;
- information relating to your right to work, including passport information, visa details, results of immigration checks; and
- the results of pre-employment and DBS checks.

We collect this Personal Information either directly from you (for example, in response to invitations from us to events, at events, or interviews or from applications, 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.

## 2 WHAT DOES TRAVERS SMITH DO WITH YOUR PERSONAL INFORMATION?

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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, qualifications, experience and suitability for each role and, where applicable, have the right to work in the UK. We may also process health information in order to comply with our duty to make reasonable adjustments.

We also process Personal Information about prospective job or vacation scheme or work experience applicants, for example details about individuals who attend recruitment events, sign up to a diversity organisation (such as Rare or Aspiring Solicitors) or contact us directly. We process this information in order to organise events, to assess the success of recruitment initiatives (for example, by tracking which individuals who attend events go on to apply), and in connection with future applications.

The legal basis for processing your Personal Information relating to recruitment is because it is necessary: (i) for our legitimate interests in operating our business efficiently; and/or (ii) 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 done either with your consent or because it is necessary in connection with our employment law or regulatory rights, obligations and requirements.

## 3 HOW AND WHY WE SHARE YOUR PERSONAL INFORMATION

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We may disclose Personal Information to appropriate persons, where necessary 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.

## 4 WHO YOU SHOULD CONTACT IN CASE OF QUERIES OR COMPLAINTS

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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 ([Recruitment@traverssmith.com](mailto:Recruitment@traverssmith.com)) or (in relation to trainee/vacation scheme events or applications) Graduate Recruitment ([GraduateRecruitment@traverssmith.com](mailto:GraduateRecruitment@traverssmith.com)). Alternatively, you have the right to make a complaint to the Information Commissioner's Office, which is the supervisory body in the UK.

## 5 CHANGES TO THIS POLICY

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Travers Smith may amend this policy at any time. Any changes to this policy will be posted on the website.