



**Headline question 1: What is the purpose of this privacy notice?**

Morgan Jones Limited is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. You are being sent a copy of this privacy notice because you are applying for work with us or with one of our end-user clients (whether as an employee, worker or contractor). It makes you aware of how and why your personal data will be used by us, namely for the purposes of the recruitment exercise/your placement with our end-user clients, and how long it will usually be retained for. It provides you with certain information that must be provided under the General Data Protection Regulation ((EU) 2016/679) (GDPR).

**Headline question 2: What are the data protection principles?**

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

**Headline question 3: What kind of information will you collect about me?**

In connection with your application for work with our client(s), we will collect, store, and use the following categories of personal information about you:

- The information you have provided to us in your curriculum vitae and online application form, including but not limited to your home address, contact telephone number(s), email address and confirmation of how you heard about us.
- Educational qualifications, your previous work history including contact details of former colleagues for references.
- Any information you provide to us during an interview.

We may also collect, store and use the following "special categories" of more sensitive personal information:

- Information about your race or ethnicity (as some of our end-user clients monitor these characteristics) nationality (in order to assess whether you will require immigration permissions

to work in the UK) and disability (to enable us and our end-user clients to make adjustments to the place or way in which you will do the work).

- Information about criminal convictions and offences.

#### **Headline question 4: How is my personal information collected?**

We collect personal information about candidates from the following sources:

- You, the candidate.
- Background check providers, from which we or our end-user clients collect data relating to your contact details, work history and educational qualifications.
- The Disclosure and Barring Service only where we are required to do so.
- Credit reference agencies, only where we are required to do so, from which we collect data relating to your financial/credit history.
- Your named referees.

#### **Headline question 5: How will you use information about me?**

We will use the personal information we collect about you to:

- Assess your skills, qualifications, and suitability for the role(s) you are applying for.
- Carry out background and reference checks, where applicable.
- Communicate with you about the recruitment process.
- Keep records related to our hiring processes.
- Comply with legal or regulatory requirements.

It is in our legitimate interests to decide whether to put you forward for the role(s) since it would be beneficial to our business to put forward a viable candidate for those role(s).

Once we receive your CV and website application form, we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to put you forward for an interview. If our client(s) decide to offer you the role(s), we or they will then take up references and in the case of some appointments, carry out a criminal record check and/or credit history check before confirming your appointment.

#### **Headline question 6: What if I fail to provide personal information?**

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully. For example, if we require a credit check or references for a role and you fail to provide us with relevant details, we will not be able to take your application further.

**Headline question 7: Information about criminal convictions**

We envisage that we will hold information about criminal convictions in some, but not all cases and only where the law allows us to do so.

We will only collect and use information about criminal convictions if it is appropriate given the nature of the role. This will usually be where some of our end-user clients require us to supply candidates whose conviction history has been checked and verified. Where appropriate and generally only where required by our end-user clients, we will collect information about criminal convictions as part of the recruitment process or we may be notified of such information directly by you in the course of you working for us. We will use information about criminal convictions and offences to work with end-user clients to assess suitability for employment.

We are allowed to use your personal information in this way where it is necessary for our legitimate interests (and your interests and fundamental rights do not override those interests) and it is also necessary for the purposes of exercising rights conferred by law on us in connection with employment and provided we do so in line with our data protection policy.

We may process information relating to criminal convictions in the following circumstances:

- With your explicit written consent.
- Where we need to carry out our legal obligations or exercise rights in connection with employment.
- Where it is needed in the public interest, such as for equal opportunities monitoring.

Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

We have in place an appropriate policy and safeguards which we are required by law to maintain when processing such data.

**Headline question 8: Automated decision-making**

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

**Headline question 9: Why might you share my personal information with third parties?**

We will only share your personal information with the following third parties for the purposes of processing your application: The end user client(s) who are recruiting for the role(s) you are interested in, background checking services including the Disclosure and Barring Service, management service providers and outsourced payroll providers. All our third-party service providers are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

**Headline question 9: What data security measures do you have in place for my information?**

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality. Details of these measures may be obtained from the Managing Director.

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

**Headline question 9: How long will you use my information for?**

We will retain your personal information for a period of 6 months after we have communicated to you our client's decision about whether to appoint you to role(s). We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with applicable laws and regulations.

If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis.

**Headline question 10: What are my rights regarding my information?**

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information that we control, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact Kim Thompsett in writing.

**Headline question 11: What if I want to withdraw consent?**

You have the right to withdraw your consent for us processing your data at any time. To withdraw your consent, please contact Kim Thompsett in writing. Once we have received notification that you have withdrawn your consent, we will no longer process your application and, subject to our policy on data retention, we will dispose of your personal data securely.