



WICKENSTONES

Privacy notice to job applicants

Wickenstones collects personal data from individuals who may be interested in working for us (applicant data). This notice gives information about how your data are processed. You can find further information on Wickenstones' data protection policy on our web site.

The person responsible for these data, and for ensuring that all processes in this privacy notice are followed, is the office manager, who can be contacted at sarah@wickenstones.com.

The data we collect and how we collect them

We initially collect applicant data from the following sources:

- Emails from recruitment agencies
- Responses to job adverts sent via advertising platforms
- Emails from the applicants themselves
- Emails from existing staff, referring people they know
- CV searches on public domain sources such as LinkedIn and Indeed

We may then collect further data from email correspondence with an applicant or their recruitment agent, or we may take notes from phone calls or interviews.

We intentionally collect the following data on applicants:

- Name
- Contact details (email address and phone number)
- Location (city, country)
- Work and education history
- Right to work status
- Current and expected salary

Sometimes we are given applicant data that we do not want or need. These can include:

- Address
- Date of birth
- Gender
- Photo
- Nationality

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- Ethnicity
- Marital status

When we are given the above pieces of data, if possible, we will immediately (within two working days of receipt) delete them. If it is not possible to delete them, for example because they form part of a PDF CV, we will store and process them under the same conditions that we store and process other applicant data.

Why we collect/store data

Wickenstones collects, stores and processes applicant data in order to search for, assess and evaluate potential new staff members.

Data storage

Wickenstones stores applicant data on a database saved on Microsoft OneDrive, we store CVs containing data in a directory on Microsoft One Drive, and we store CVs and some key data on Trello. Occasionally we may print copies of CVs to use in an interview.

How long we keep the data depends on the outcome of the application:

Unsuccessful applicants (including those we decline to interview or employ, or those who withdraw their application) may still be suitable for future vacancies at Wickenstones, and therefore we keep their CVs for up to six months after the date of their application.

When applicants apply for jobs, it is useful to know if they have applied to us before, and therefore we keep names and email addresses on our database for up to two years after the date of their application.

Successful applicants' data are usually kept longer. Staff can view information on this on our HR and payroll privacy notice.

We shred printed CVs within 24 hours of the interview for which they were printed.

Data processing

Once applicant data are collected and stored, they are processed as follows:

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- Data are accessed by the office manager for initial screening
- If screening is passed, the office manager securely shares the data with members of the senior team who conduct a second screening
- If second screening is passed, contact details are used to contact the applicant to arrange and conduct a telephone interview
- If the telephone interview is passed, contact details may be used to contact the applicant to ask for additional information, to send them a task to complete, and/or to invite them for a face to face interview
- If the face to face interview is passed, data will be used to decide upon offer conditions such as normal place of work and salary, and to send a job offer to the applicant
- If at any stage the application is unsuccessful, the applicant's contact details may be used to contact them and let them know that they have been unsuccessful
- After an unsuccessful application, the applicant's data may be used to assess their suitability for, and contact them about, other opportunities at Wickenstones.

Third parties

- Microsoft is a data processor for our applicant data because they provide storage and the functionality to sort, filter and share data internally. Microsoft adheres to the GDPR and you can read about their data security measures [here](#).
- Trello is a data processor for our applicant data because they provide storage and functionality to sort and share data internally. Trello stores data in the US, and adheres to the EU-U.S. Privacy Shield Principles. You can learn about how they protect your data [here](#).
- CTS is a data processor for our applicant data because they are our Internet Service Provider. CTS adheres to the GDPR and their privacy policy can be accessed by emailing support@cts-group.co.uk.

Right to erasure, access requests and objections to data processing

You can read about your rights to erasure and access [here](#) and [here](#). If you wish to make a request under your right to access or right to erasure, please email GDPR@wickenstones.co.uk. Please note that we need your data to consider you for a job, so if you ask us to delete it, this will necessarily halt any consideration of you for employment at Wickenstones.

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