



Independent Financial Advisers

•

Discretionary Wealth Managers

•

Chartered Financial Planners

Privacy Notice for Candidates

McCarthy Taylor Limited treats the privacy of its employees very seriously. This notice explains how we protect and manage any personal data you share with us and that we hold about you including how we collect, process, share and protect that data.

What information do we collect about you?

We may collect the following information during the recruitment process, dependent on your role:

- Your personal details
- Qualification details and CPD records
- Previous employment history and references
- Details relating to your salary
- Copies of your ID
- Criminal records information, including the results of Disclosure and Barring Service (DBS) checks
- Credit records check information
- Information on conduct issues
- Your use of business or public social media (in limited circumstances, to check specific risks for specific functions within our organisation)

Why do we need to collect and use your personal data?

The primary legal basis that we intend to use for the processing of your data is to take steps to enter in to a contract. Without collecting your personal data we would be unable to consider you for employment within our firm.

We will also process your data to allow us to comply with our legal or regulatory obligations.

We may also use your information where we or a third party have a legitimate interest, but only if these are not overridden by your interests, rights, or freedoms.

How will we use your data and who might we share your information with?

We will not share your information with other companies for marketing purposes.

We may need to share some of the above categories of personal information with other parties, such as recruitment companies or professional advisers.

We may also be required to share some personal information with our regulators, or as required to comply with the law.

The recipient of the information will be bound by confidentiality obligations. Where third parties are involved in processing your data we'll have a contract in place with them to ensure that the nature and purpose of the processing is clear, that they are subject to a duty of confidence in processing your data and that they'll only act in accordance with our written instructions.

Transferring data outside of the EEA

We do not transfer your data outside of the EEA.

01905 613453

mccarthytaylor.co.uk

McCarthy Taylor Ltd is authorised and regulated by the Financial Conduct Authority. Company registered in England no 3489824.

**McCarthy
Taylor**



Independent Financial Advisers



Discretionary Wealth Managers



Chartered Financial Planners

This will only occur where:

- You have given an explicit instruction to us to do so
- The receiver agrees to provide similar protection as we do and that they only use your data in line with our instructions.

How long will we keep your data for?

We keep your information during and after the recruitment process for no longer than is necessary for the purposes for which the information is processed.

If you are subsequently employed by our firm, you will be provided with our Privacy Notice for Employees, which provides further information on data processing and retention.

Should you be unsuccessful, we will only keep your records for a period of 3 months after the point at which a final decision was made. Should you wish for us to hold your details for any longer than this, we will need your express permission to do so.

You have the right to request deletion of some, but not all, of your personal data (your 'right to be forgotten'). We will comply with this request, subject to the restrictions of our regulatory and legal obligations, and legitimate interests as noted.

Keeping your information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used/accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it.

How can I access the information you hold about me?

You have the right to request a copy of the information that we hold about you. If you'd like a copy of some or all of your personal information, please contact us using the details noted below. We will respond to any such request within one month of receipt.

Subject access requests will be dealt with free of charge, except where the request is deemed to be excessive or repetitive, in which case we may charge a reasonable fee.

Accuracy of data and your rights

Please assist us by keeping us informed of any changes to your details and ask us to correct or remove any information that you think is inaccurate.

We shall communicate any rectification of personal data to any recipient to whom it has been disclosed, unless this proves impossible or requires disproportionate effort. We will provide you with details of any such recipients should you request it.

How to contact us

Please contact us if you have any questions about our privacy policy or information we hold about you:

Email: abigail@mccarthytaylor.co.uk

Or write to us at:

McCarthy Taylor Ltd
6 Edgar Street
Worcester
WR1 2LR

What can you do if you are unhappy with how your personal data is processed?

You have a right to lodge a complaint with the supervisory authority for data protection. In the UK this is:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

0303 123 1113 (local rate)

You also have the right to a judicial remedy against a legally binding decision of the ICO, where you consider your rights under this regulation have been infringed as a result of the processing of your data.

Policy Changes

We reserve the right, at all times, to update, modify and amend this Policy. We suggest that you review the Privacy Notice from time to time, to ensure that you are aware of any changes we may have made. You can request a hard copy of our most up to date Privacy Notice at any time, using the contact details above. In addition, this notice on our website.

We will not change the lawful basis for processing information you have already given to us without your prior agreement.

July 2018