

## Part A: Up to and including the shortlisting stage

<b>The information we collect</b>	<b>How we collect the information</b>	<b>Why we collect the information</b>	<b>How we use and may share the information</b>
<b>Your name and contact details (ie address, home and mobile phone numbers, email address)</b>	From you	Legitimate interest: to carry out a fair recruitment process Legitimate interest: to progress your application, arrange interviews and inform you of the outcome at all stages	To enable us to contact you to progress your application, arrange interviews and inform you of the outcome To make you aware of relevant roles that may suit your skillset
<b>Equal Opportunities Monitoring data (ie gender, age, ethnic background, disability, sexual orientation, religion or belief)</b>	From you	Legitimate interest: to monitor the effectiveness of our commitment to equal opportunities and review our compliance with equal opportunities policies in relation to recruitment.	We will collect individual data in accordance with local laws and requirements and will use this data on an anonymised basis to monitor our compliance with our equal opportunities policy. We may also disclose anonymised aggregated data to our clients to enable them to comply with their own employment processes. We will not share individual data.
<b>Details of your qualifications, experience, employment history (including job titles, salary and working hours) and interests</b>	From you, in the CV and interview notes (if relevant)	Legitimate interest: to carry out a fair recruitment process Legitimate interest: to make an informed decision to shortlist for interview and (if relevant) to recruit	To make an informed recruitment decision The person making the shortlisting decision will receive pseudonymised or anonymised details only; if you are invited for interview, the interviewer will receive non-anonymised details
<b>Details of your referees</b>	Details of referees that you have sent us	Legitimate interest: to carry out a fair recruitment process [In the regulated sector, to comply with our legal obligations to obtain regulatory references]	To carry out a fair recruitment process To comply with legal/regulatory obligations Information shared with relevant managers, HR personnel and the referee

## **Part B: Before making a final decision to recruit**

<b>The information we collect</b>	<b>How we collect the information</b>	<b>Why we collect the information</b>	<b>How we use and may share the information</b>
<b>Information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers</b>	From your referees (details of whom you will have provided)	Legitimate interest: to make an informed decision to recruit To comply with our legal obligations Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice	To obtain the relevant reference about you To comply with legal/regulatory obligations Information shared with relevant managers and HR personnel
<b>Information regarding your academic and professional qualifications</b>	From you, from your education provider, from the relevant professional body	Legitimate interest: to verify the qualifications information provided by you	To make an informed recruitment decision
<b>Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information</b>	From you and, where necessary, the Home Office	To enter into/perform the employment contract To comply with our legal obligations Legitimate interest: to maintain employment records	To carry out right to work checks Information may be shared with the Home Office