



KENDALL KINGSCOTT LIMITED (Data Controller)

GENERAL DATA PROTECTION REGULATIONS (GDPR)

PRIVACY NOTICE FOR WORK EXPERIENCE

A handwritten signature in black ink, appearing to read 'Jon Press'.

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CONTENTS

	Page No
1.0 Introduction.....	3
2.0 Data protection principles	3
3.0 What types of personal information do we collect about you?	3
4.0 How do we collect your personal information?	4
5.0 Why and how do we use your personal information?.....	4
6.0 What if you fail to provide personal information?.....	5
7.0 Why and how do we use your sensitive personal information?.....	5
8.0 Change of purpose	5
9.0 Who has access to your personal information?.....	5
10.0 How does Kendall Kingscott Limited protect your personal information?.....	6
11.0 For how long does Kendall Kingscott Limited keep your personal information?	6
12.0 Your rights in connection with your personal information	6
13.0 Transferring personal information outside the European Economic Area	7
15.0 Changes to this privacy notice.....	8
16.0 Contact	8



1.0 Introduction

As part of any placement process, Kendall Kingscott Limited collects and processes personal information, or personal data, relating to work experience applicants. This personal information may be held by Kendall Kingscott Limited on paper or in electronic format.

Kendall Kingscott Limited is committed to being transparent about how it handles your personal information, to protecting the privacy and security of your personal information and to meeting its data protection obligations under the General Data Protection Regulation (“GDPR”) and the Data Protection Act 2018. The purpose of this privacy notice is to make you aware of how and why we will collect and use your personal information during the recruitment process. We are required under the GDPR to notify you of the information contained in this privacy notice.

This privacy notice applies to all work experience applicants, whether they apply for a role directly or indirectly through an education establishment. It is non-contractual.

If you have any questions about this privacy notice or about how we handle your personal information, please email gdpr@kendallkingscott.co.uk.

2.0 Data protection principles

Under the GDPR, there are six data protection principles that Kendall Kingscott Limited must comply with. These provide that the personal information we hold about you must be:

- 1 Processed lawfully, fairly and in a transparent manner.
- 2 Collected only for legitimate purposes that have been clearly explained to you and not further processed in a way that is incompatible with those purposes.
- 3 Adequate, relevant and limited to what is necessary in relation to those purposes.
- 4 Accurate and, where necessary, kept up to date.
- 5 Kept in a form which permits your identification for no longer than is necessary for those purposes.
- 6 Processed in a way that ensures appropriate security of the data.

Kendall Kingscott Limited is responsible for, and must be able to demonstrate compliance with, these principles. This is called accountability.

3.0 What types of personal information do we collect about you?

Personal information is any information about an individual from which that person can be directly or indirectly identified. It doesn't include anonymised data, ie where all identifying particulars have been removed. There are also “special categories” of personal information, and personal information on criminal convictions and offences, which requires a higher level of protection because it is of a more sensitive nature. The special categories of personal information comprise information about an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and genetic and biometric data.



Kendall Kingscott Limited collects, uses and processes a range of personal information about you. This includes (as applicable):

- your contact details, including your name, address, telephone number and personal e-mail address
- personal information included in a CV, any application form, cover letter or interview notes
- medical questionnaire (only once a placement has been confirmed)

4.0 How do we collect your personal information?

Kendall Kingscott Limited collects personal information about you during the application process either directly from you or sometimes from a third party such as a school, college or university.

You are under no statutory or contractual obligation to provide personal information to Kendall Kingscott Limited during the placement process.

Your personal information may be stored in different places, including in Kendall Kingscott Limited's HR management/Finance systems and in other IT systems, such as the e-mail system.

5.0 Why and how do we use your personal information?

We will only use your personal information when the law allows us to. These are known as the legal bases for processing. We will use your personal information in one or more of the following circumstances:

- where we need to do so to perform the placement agreement with you
- where we need to comply with a legal obligation
- where it is necessary for our legitimate interests (or those of a third party), and your interests or your fundamental rights and freedoms do not override our interests.

We need all the types of personal information listed under Item 3.0 above to enable us to comply with our legal obligations. In some cases, we may also use your personal information where it is necessary to pursue our legitimate interests (or those of a third party), provided that your interests or your fundamental rights and freedoms do not override our interests. Our legitimate interests include: pursuing our business by employing employees, workers and contractors; managing the recruitment process; conducting due diligence on prospective staff and performing effective internal administration.

The purposes for which we are processing, or will process, your personal information are to:

- manage the work experience application process and assess your suitability for a placement
- decide to whom to offer work experience
- meet our obligations under health and safety laws
- comply with statutory and/or regulatory requirements and obligations
- ensure compliance with your statutory rights
- ensure effective HR, personnel management and business administration
- enable us to establish, exercise or defend possible legal claims

Please note that we may process your personal information without your consent, in compliance with these rules, but only where this is required or permitted by law.



6.0 What if you fail to provide personal information?

If you fail to provide certain personal information when requested, we may not be able to process your work experience application properly or at all, or we may be prevented from complying with our legal obligations. You may also be unable to exercise your statutory rights.

7.0 Why and how do we use your sensitive personal information?

We will only collect and use your sensitive personal information, when the law allows us to. Some special categories of personal information, i.e. information about your health, is processed so that we can perform or exercise our obligations or rights under employment law and in line with our data protection policy.

The purposes for which we are processing these special categories of personal information, are to:

- assess your suitability for employment or engagement
- comply with the duty to make reasonable adjustments for disabled employees and workers and with other disability discrimination obligations
- meet our obligations under health and safety laws
- manage, plan and organise work
- comply with statutory and/or regulatory requirements and obligations
- ensure compliance with your statutory rights
- ensure effective HR, personnel management and business administration
- monitor equal opportunities

Where Kendall Kingscott Limited processes other special categories of personal information, ie information about your racial or ethnic origin, religious or philosophical beliefs and sexual orientation, this is done only for the purpose of equal opportunities monitoring and in line with our data protection policy. Personal information that the Kendall Kingscott Limited uses for these purposes is either anonymised or is collected with your explicit written consent, which can be withdrawn at any time. It is entirely your choice whether to provide such personal information.

We may also occasionally use your special categories of personal information, where it is needed for the establishment, exercise or defence of legal claims.

8.0 Change of purpose

We will only use your personal information for the purposes for which we collected it, i.e. for the work experience placement for which you have applied. However, if your application is unsuccessful, Kendall Kingscott Limited will securely and effectively destroy or permanently erase your data from our IT systems and we will also require third parties to destroy or erase such personal information where applicable.

9.0 Who has access to your personal information?

Your personal information may be shared internally within Kendall Kingscott Limited for the purposes of the work experience exercise, including with members of the HR department, recruitment team, finance team, managers in the department offering the work experience and IT staff if access to your personal information is necessary for the performance of their roles.

We may share your personal information with third parties where we need to comply with a legal obligation, or where it is necessary for our legitimate interests (or those of a third party).



10.0 How does Kendall Kingscott Limited protect your personal information?

Kendall Kingscott Limited has put in place measures to protect the security of your personal information. It has internal policies, procedures and controls in place to try and prevent your personal information from being accidentally lost or destroyed, altered, disclosed or used or accessed in an unauthorised way. In addition, we limit access to your personal information to those employees, workers, agents, contractors and other third parties who have a business need to know in order to perform their job duties and responsibilities. You can obtain further information about these measures from gdpr@kendallkingscott.co.uk.

Where your personal information is shared with third-party service providers, we require all third parties to take appropriate technical and organisational security measures to protect your personal information and to treat it subject to a duty of confidentiality and in accordance with data protection law. We only allow them to process your personal information for specified purposes and in accordance with our written instructions and we do not allow them to use your personal information for their own purposes.

Kendall Kingscott Limited also has in place procedures to deal with a suspected data security breach and we will notify the Information Commissioner's Office (or any other applicable supervisory authority or regulator) and you of a suspected breach where we are legally required to do so.

11.0 For how long does Kendall Kingscott Limited keep your personal information?

Kendall Kingscott Limited will only retain your personal information for as long as is necessary to fulfil the purposes for which it was collected and processed.

If your application for work experience is unsuccessful, Kendall Kingscott Limited will securely and effectively destroy or permanently erase your data from our IT systems and we will also require third parties to destroy or erase such personal information where applicable.

If you have consented to Kendall Kingscott Limited keeping your personal information on file for in case there are future suitable placement opportunities, Kendall Kingscott Limited will hold your personal information for a further 6 months after the end of the relevant placement exercise, or until you withdraw your consent if earlier.

If your application for work experience is successful, personal information gathered during the placement process will be retained for the duration of your placement and for a further 6 months. Personal information which is no longer to be retained will be securely and effectively destroyed or permanently erased from our IT systems and we will also require third parties to destroy or erase such personal information where applicable.

In some circumstances we may anonymise your personal information so that it no longer permits your identification. In this case, we may retain such information for a longer period.

12.0 Your rights in connection with your personal information

As a data subject, you have a number of statutory rights. Subject to certain conditions, and in certain circumstances, you have the right to:

- request access to your personal information - this is usually known as making a data subject access request and it enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it



- request rectification of your personal information - this enables you to have any inaccurate or incomplete personal information we hold about you corrected
- request the erasure of your personal information - this enables you to ask us to delete or remove your personal information where there's no compelling reason for its continued processing, eg it's no longer necessary in relation to the purpose for which it was originally collected
- restrict the processing of your personal information - this enables you to ask us to suspend the processing of your personal information, eg if you contest its accuracy and so want us to verify its accuracy
- object to the processing of your personal information - this enables you to ask us to stop processing your personal information where we are relying on the legitimate interests of the business as our legal basis for processing and there is something relating to your particular situation which makes you decide to object to processing on this ground
- data portability - this gives you the right to request the transfer of your personal information to another party so that you can reuse it across different services for your own purposes.

If you wish to exercise any of these rights, please email gdpr@kendallkingscott.co.uk. We may need to request specific information from you in order to verify your identity and check your right to access the personal information or to exercise any of your other rights. This is a security measure to ensure that your personal information is not disclosed to any person who has no right to receive it.

In the limited circumstances where you have provided your consent to the processing of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. This will not, however, affect the lawfulness of processing based on your consent before its withdrawal. If you wish to withdraw your consent, please email gdpr@kendallkingscott.co.uk. Once we have received notification that you have withdrawn your consent, we will no longer process your personal information for the purpose you originally agreed to, unless we have another legal basis for processing.

If you believe that Kendall Kingscott Limited has not complied with your data protection rights, you have the right to make a complaint to the Information Commissioner's Office (ICO) at any time. The ICO is the UK supervisory authority for data protection issues.

13.0 Transferring personal information outside the European Economic Area

Kendall Kingscott Limited will not transfer your personal information to countries outside the European Economic Area.

14.0 Changes to this privacy notice

Kendall Kingscott Limited reserves the right to update or amend this privacy notice at any time, including where Kendall Kingscott Limited intends to further process your personal information for a purpose other than that for which the personal information was collected or where we intend to process new types of personal information. We will issue you with a new privacy notice when we make significant updates or amendments. We may also notify you about the processing of your personal information in other ways.

15.0 Contact

If you have any questions about this privacy notice or how we handle your personal information, please email gdpr@kendallkingscott.co.uk.