

## Point of data transfer notice

You are seeing this notice because you are applying to join us. It is to make you aware of how and why your personal data will be used.

When you apply to a job on this site, the personal data contained in your application will be collected by Foot Anstey LLP on behalf of the relevant part of the Foot Anstey group (comprising Foot Anstey LLP, Clinical Negligence Services Limited, trading as Enable Law, and John McKee (NI) Limited, trading as Foot Anstey McKees) depending on the role being recruited to. Foot Anstey LLP and its suppliers provide recruitment support to other parts of the Foot Anstey group.

Foot Anstey LLP is the data controller for your application, jointly – if applicable – with the other group entity recruiting for the role. Where we refer to a "Controller" or "we" below, it is to Foot Anstey LLP and any other relevant entity. References to our team include Instant Impact for relevant Paralegal, Legal PA and Level 1 or equivalent level roles, as set out in more detail below.

Contact details for the relevant Controller entity and data protection officer, and other core privacy-related information can be found here: [Foot Anstey Privacy Policy](#), [Enable Law Privacy Policy](#), and [Foot Anstey McKees Privacy Policy](#).

## Why we collect your personal data and where it may come from

Your personal data will be processed to manage the relevant Controller's recruitment related activities, which include setting up and conducting interviews and tests for applicants, evaluating and assessing the results, and as is otherwise needed in recruitment and hiring. Such processing is legally permissible under Article 6(1)(f) of Assimilated Regulation (EU) 2016/679 (General Data Protection Regulation) as necessary for legitimate interests pursued by the Controller, which are the solicitation, evaluation, and selection of applicants for employment. Linked to that, we also need to process your personal data preparatory to potentially entering a contract of employment with you (Article 6(1)(b)) and to comply with various legal duties to which we are subject (Article 6(1)(c)).

We collect personal information about candidates from the following sources:

- you, the candidate;
- any recruitment agency involved in your application;
- our background check provider (you will receive more detail about this later in the process if you proceed to that point);

- public domain searches, for example, of any LinkedIn account you may have;
- any referees you cite, and where those references are taken up.

In connection with your application for work with us, we will process the following categories of personal information about you:

- information you have provided in any application document or form; and any attachments uploaded to Greenhouse. This will include biographical information about you;
- any information you provide as part of any interview or other interaction with us;
- information from sources other than you and referred to above, including public domain searches, background check providers and referees.

Our recruitment related activity may involve us collecting, storing and using the following types of more sensitive personal information:

- about your race or ethnicity, religious or philosophical beliefs, sexual orientation and political opinions;
- about your health, including any medical condition, health and sickness records; and
- about criminal convictions and offences.

We use information about disability to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during a test or interview. Information about racial or ethnic origin, religious or philosophical beliefs, disability or sexual orientation is used to ensure meaningful equal opportunity monitoring and reporting.

We will collect information about your criminal convictions history to be able to satisfy ourselves there is nothing in your history which would make you unsuitable for the role. In particular, as a regulated law firm, we must ensure that our staff can be trusted to behave with integrity.

## **Where we may share your personal data**

Foot Anstey LLP will share your information with other Foot Anstey group entities as needed and relevant to the role being recruited to, for example so that interviews can be arranged with members of staff working in those entities.

Basic personal information about you will also be shared, if your application proceeds sufficiently, with referees and our background check providers, to enable the relevant references and checks, respectively, to be progressed.

Your personal data will also be shared with Greenhouse Software, Inc., a cloud services provider located in the United States of America and engaged by Foot Anstey LLP to help manage the recruitment and hiring process. Your personal data will be transferred to the United States once you submit it through this site. Since the United States' data privacy laws do not without more ensure an adequate level of protection for personal data collected from UK data subjects, the transfer is subject to appropriate safeguards (the standard contractual clauses).

In addition, for Paralegal, Legal PA and Level 1 or equivalent level roles, your personal data will be shared with Instant Impact, with whom we work to efficiently manage our volume roles. Instant Impact are a recruitment provider based in London. Where relevant to the role to which you are applying, we encourage you to read Instant Impact's privacy notice, [here](#). In general, Instant Impact acts as our data processor, but where it potentially keeps your information in accordance with its policy for longer than we may need for our recruitment (essentially in case it may have other roles for which you may be suitable) it acts as an independent data controller. It will let you know when you are moved into its general talent pool, and you will have 7 days to opt out. If you are invited to participate in a one-way video interview via Willo, please note that they are a sub-processor to Instant Impact.

## **A note about AI**

Please note that elements of our hiring process may involve automated decision-making technologies, including AI tools, which support our team in reviewing and shortlisting applications, in particular whether disclosed mandatory requirements are met. While these tools help streamline our recruitment process, final decisions are reviewed by a member of our team, and you can always request that a member of our team reviews the final decision.

## **If you do not provide personal information we need**

If you do not provide information we consider we need to assess your application - such as evidence of qualifications or work history, we will not be able to process your application. For example, if we require a credit check or references for this role and you fail to provide us with relevant details, we will not be able to take your application further.

## **Keeping your information**

Your personal data will be retained by the relevant Controller for whichever is the shorter of the following two options: i) a period of up to 365 days; and ii) as long as Controller determines it is necessary to evaluate your application

for employment. If you become employed by a Controller then your data will be kept in line with its privacy policy for employees.

Under the GDPR, you have the right to request access to your personal data, to request that your personal data be rectified or erased, and to request that processing of your personal data be restricted. You also have the right to data portability. Please see the applicable Controller privacy policy (at the top of this notice) for further details.