



**CAVENDISH  
MEDICAL**  
*For a life more enriching*

## Data Privacy Notice: Candidate

**PRIVATE & CONFIDENTIAL**

**Data Controller:** Cavendish Medical Ltd, First floor – Devon House, 171-177 Great Portland Street, London, W1W 5PQ. 020 7636 7006 (hereinafter referred to as CML).

As part of our candidate application and recruitment process CML collects, processes and stores personal information about you. CML is committed to being transparent about how it collects and uses that data and to meeting its obligations under the General Data Protection Regulation (GDPR).

This document sets out:

- What information is collected.
- Why we collect your personal information.
- How it is processed within the recruitment process.

Throughout this Privacy Notice we use the term “processing” to cover all activities involving your personal information, including collecting, handling, storing, sharing, accessing, using, transferring and disposing of the information.

### What information does CML collect?

CML collects a range of information about you. This may include:

- your name, address and contact details, including email address and telephone number.
- details of your qualifications, skills, experience and employment history.
- information about your current level of remuneration.
- whether or not you have a disability for which CML needs to make reasonable adjustments during the recruitment process.
- details about any unspent criminal convictions or pending cases.
- information about your entitlement to work in the UK.

CML may collect this information in a variety of ways. For example, data might be contained in application forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

CML may also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. CML will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

### Why does CML process personal data?

CML needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you.

In some cases, CML needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

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CML has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows CML to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. CML may also need to process data from job applicants to respond to and defend against legal claims.

CML may also collect information about whether applicants are disabled to make reasonable adjustments for candidates who have a disability. CML processes such information to carry out its obligations and exercise specific rights in relation to employment.

For some roles, CML is obliged to seek information about criminal convictions and offences. Where CML seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, CML may keep your personal data on file in case there are future employment opportunities for which you may be suited. CML will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

### **Who has access to data?**

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR team, interviewers involved in the recruitment process, managers in the business area with a vacancy and those employees who are co-ordinating the recruitment process as part of their job role.

CML will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. CML will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

### **International Data Transfers**

Your personal information may be transferred to, and processed in, countries other than the country in which you are resident. These countries may have data protection laws that are different to the laws of your country (and, in some cases, may not be as protective). Specifically, some of our servers are in the United States of America.

However, we have taken appropriate safeguards to require that your personal information will remain protected in accordance with our own standards, this Notice and applicable law. These include only providing your data to firms which are signatories to the Privacy Shield accord between the United States of America and the European Union.

### **How does CML protect data?**

CML takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. These policies and controls include the Data Protection Policy, Data Handling Policy and restricted access to this data as above.

### **For how long does CML keep data?**

If your application for employment is unsuccessful, CML will hold your data on file for 6 months after the end of the relevant recruitment process. If you agree to allow CML to keep your personal data on file, CMLs will hold your data on file for a further 6 months for consideration for future employment opportunities. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

### **Your rights**

As a data subject, you have several rights. You can:

- access and obtain a copy of your data on request.
- require CML to change incorrect or incomplete data.
- require CML to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing.



- object to the processing of your data where CML is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact [tony.slocombe@cavendishmedical.com](mailto:tony.slocombe@cavendishmedical.com), who is CML's Data Protection Officer.

If you believe that CML has not complied with your data protection rights, you can complain to the Information Commissioner.

### **Unsolicited personal data**

If we receive unsolicited CV's at a time when we are not recruiting, we will normally delete the CV and inform the candidate of this. If, however we do decide to hold unsolicited CVs on file for future recruitment rounds, we will inform the candidates of this, send out a copy of this privacy notice and inform them of their right to ask for the data to be deleted.

### **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to CML during the recruitment process. However, if you do not provide the information, CML may not be able to process your application properly or at all.

### **Automated decision-making**

CML's recruitment processes are not based on automated decision-making.