

Mills & Co Solicitors Limited: Privacy Notice for Applicants for Employment, Including Applicants for Training Contracts and Work Experience

1. Mills & Co Solicitors Limited (registered office and address for correspondence: Portland House, 54 New Bridge Street West, Newcastle-upon-Tyne NE1 8AP and company registration number 09654668) (“the company”) collects, uses and is responsible for personal information about you. When the company does this it is the “controller” of the information for the purposes of the General Data Protection Regulation and other applicable data protection laws.
2. The company’s data protection contact is Tamsin Neale:

(Tamsin.Neale@mills-co.com).
3. This notice contains information about the data that the company may collect and store about you and why. It also tells you with whom we may share this information, the security mechanisms we have put in place to protect your data, and how to make a complaint.
4. The company takes its obligations as to privacy seriously.
5. The company collects data from you as is necessary for your application.
6. We will rely both on legitimate interest and legal obligation as our legal basis for processing an applicant’s personal information: for example, to check a prospective employee's entitlement to work in the UK, to comply with health and safety laws, and to carry out employment law obligations.
7. The company does not sell, trade or otherwise transfer to other persons your personal data (ie. information personally identifying you) or other information.
8. The company may disclose personal information if it considers that doing so is appropriate to comply with any legal obligation.
9. Otherwise, however, the company will not share your personal information with any third party without your consent.
10. This notice is available on our website and a copy will also be provided to each applicant as soon as possible after an application is made.
11. In making and pursuing an application, you are indicating that you consent to the policy provisions below.
12. We will store any personal data which we may have collected from either:
 - (i) an unsuccessful applicant for employment, a training contract or work experience; or

- (ii) an applicant who is offered employment, a training contract or work experience, but who does not accept such an offer

for no longer than 3 years after the application is made.

13. In the case of a successful applicant for work experience, we will store personal data for no longer than 3 years after the period of the work experience period.
14. In the case of a successful applicant for employment, including a training contract, we will store personal data for no longer than 7 years following the termination of an employment contract with the company.
15. Under the General Data Protection Regulation, you have a number of important rights which you may exercise free of charge. In summary, these rights are:
 - Transparency as to how we use your personal data and fair processing of your information;
 - Access to your personal information and other supplementary information;
 - Correction of any errors or omissions in the information we hold about you;
 - Erasure of your personal information in certain circumstances;
 - Provision of a copy of the personal information you have provided to us, and that we may have provided to a third party;
 - Objection to the processing of personal information for the purpose of direct marketing;
 - Objection in certain other situations to the continued processing of your personal information;
 - Restriction of the processing of personal information in certain circumstances;
 - Not to be subject to automated decision-making or profiling.
16. If you wish to exercise any of these rights, please email our data protection contact, Tamsin Neale (Tamsin.Neale@mills-co.com), stating the right or rights you wish to exercise.
17. We will respond to you within one calendar month from the time when we receive your request.
18. Please note that the General Data Protection Regulation gives you the right to lodge a complaint with a supervisory authority, in particular in the European Union (or European Economic Area) state where you work, normally live or

where the alleged infringement of data protection laws occurred. The UK supervisory authority is the Information Commissioner's Office which may be contacted at <https://ico.org.uk/concerns/>. If you would like any further information about your rights under the General Data Protection Regulation please see the Guidance from the Information Commissioner's Office, concerning individuals' rights under the GDPR.

Updated 27th January 2021

~~December 2022~~

May 2023