**William Fry Candidate Privacy and Data Protection Notice**

(October 2017)

**Scope**

The William Fry Candidate Privacy and Data Protection Notice (Notice) covers all information provided by you or collected by us to facilitate your application for a job either via our online recruitment system or by way of a direct application to us. Please read this Notice carefully. This Notice should be read in conjunction with the William Fry Privacy Statement (<https://www.williamfry.com/fns/privacy-statement>) on our website. Your information will be treated lawfully in accordance with the terms of the Data Protection Acts 1988 and 2003 and such amending legislation or other applicable data protection legislation as may be adopted in Ireland from time to time.

**Consent**

When you register onto our online recruitment system and/or submit a job application to us you are consenting to our use of your personal information as outlined in this Notice. You should, where possible, apply online but please be aware that, if you choose to submit your personal information and/or an application by post or email, you automatically consent to us entering this data onto our recruitment system and using your information for the purposes of consideration for employment as outlined in this Notice.

**Information and Uses**

To apply to William Fry you will need to either complete an application form or to submit documents such as your CV and a cover letter. You may also provide additional relevant documents such as a transcript of your academic results or copy of your professional accreditations.

In our application forms we may request the following:

* Personal details, i.e. your name and contact information
* Details of your education, skills, certifications/qualifications, professional memberships, achievements, employment history and interests
* Information regarding your eligibility to work in Ireland, job preferences, earliest availability, salary expectation and reasons why you believe you would be a suitable candidate
* Details of your previous contact with William Fry such as previous applications, interviews, employments (this information is optional)
* Details of any special assistance/support you would require if invited to interview (any information you provide in this respect will not be used for any other purpose)
* Feedback from you relating to how you heard about William Fry (this data is used for statistical purposes only)

While you may send us additional information to support your application, please do not include sensitive personal information. William Fry is an equal opportunity employer and does not discriminate, either directly or indirectly, on the grounds of gender, family or marital/civil status, age, disability, sexual orientation, religion, race or membership of the travelling community. You should therefore not send us any such information other than, as outlined above, details of any assistance/support you would require if called for interview.

If you are applying for a high-volume application role such as an Internship or Traineeship you will have the option of providing a photo and this is very useful for identification purposes. You are not obliged to provide a photo but, if you do so, your photo will not be used for any purpose other than identification.

References/details are not requested by us at application stage but you may provide them if you wish. Where relevant, please ensure that you have first obtained consent from your referees.

It is your responsibility to ensure that the information you provide to us is true and complete; any omissions or false information may result in the withdrawal of any job offer made to you or, if you have been hired, disciplinary action up to and including dismissal.

**Purposes**

The information you provide will be used for the purpose of considering you for employment with William Fry and during that process your details will be available to the William Fry HR team and those hiring in William Fry, typically Partners and Managers, in order to consider your application and communicate with you. If you are hired your information will be transferred onto the William Fry HR system.

**Disclosure of Information to Third Parties**

Your information is accessible to the third party service providers who support the recruitment system; these third parties are bound by confidentiality requirements.

**Security and Security**

Your information may be stored at a destination outside the European Economic Area (EEA). By submitting your information to us, you consent to this storage.

We will take all reasonable steps to ensure that your information is treated securely and in accordance with this Notice. However, no method of transmitting or storing data can be guaranteed to be 100% secure so we would ask you to exercise care as regards the kind of information you send to us and, as noted above, you should not send us sensitive personal information.

**Retention**

If you are not hired then your information will initially be retained on our recruitment system for the purpose of considering whether your skills and experience are suitable for other job opportunities which arise with us and to ensure that we comply with legal requirements.

If there is no activity (\*) in relation to your personal details/applications for a period of 18 months then all your information will be automatically deleted the following week and we will no longer be able to see any of your information. If you want to apply to us again after that time you will need to re-register.

(\*) by 'activity' we mean the most recent of the following events:

* submission of an application to us
* correspondence from us advising that you have been unsuccessful
* you declining a job offer made by us

**Updating or removal of your information**

If you applied via the online recruitment system you can log on at any time and review/update your personal details, withdraw any application(s) you have submitted or delete all your information.

If you applied via post or email, you will need to contact us at [recruit@williamfry.com](mailto:recruit@williamfry.com) and indicate that you would like to have your information on the recruitment system updated or deleted.

**Your Rights**

Under the Data Protection Acts 1988 and 2003 you have the right to access your information. If you would like a copy of some or all of your information, please email us at [recruit@williamfry.com](mailto:recruit@williamfry.com).

**Changes**

This Notice may be amended from time to time and the careers section of the William Fry website will always display the current Notice.

**Contact Us**

If you have any queries in relation to this Notice please contact us at [recruit@williamfry.com](mailto:recruit@williamfry.com).