

# LEIGH DAY

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## Candidate Privacy Notice

### 1. Introduction

Leigh Day collects and processes your personal data as part of our recruitment process.

The firm is committed to meeting its data protection obligations and to being transparent about how it collects and uses your personal data as well as how and when it deletes or destroys your information once it is no longer required.

This privacy notice applies to the personal information of candidates applying for job vacancies, internships, apprenticeships or work experience at Leigh Day.

### 2. What information does the firm collect about you?

During the recruitment and onboarding process the firm collects and processes a range of information about you, which may include:

- your name, address and contact details, including email address and telephone number
- details, and evidence where required, of your qualifications, skills, experience and employment history, including start and end dates with previous employers and copies of practising certificates
- information about your nationality and right to work in the UK, with supporting evidence
- information about any criminal record or any sanctions placed against you by the Solicitors Regulation Authority (SRA)
- details of your professional registration e.g. SRA for qualified solicitors, CILEx for Chartered Legal Executives, or any other registrations as required by your role
- notes from telephone, virtual and face to face interviews
- results from behavioural, psychometric, technical or other assessments
- information about whether you have a disability for which the firm needs to make reasonable adjustments
- details of work-related memberships and subscriptions
- details of external organisations you have notified us that you are involved with
- equality and diversity monitoring information, including information about your ethnic origin, sexual orientation, religion or belief, age, sex at birth, and gender identity. This

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information is provided voluntarily and is not viewable by the Recruitment team or hiring/interview panel at any stage in the recruitment process. Choosing to not provide this data will not adversely impact your application. The data is used solely for monitoring and reporting purposes on an anonymised and aggregated basis

- applicants for our Trainee Solicitor Programme will be asked additionally to provide certain information to promote and monitor social mobility and diversity within our trainee selection process. This is on a voluntary basis and choosing not to provide will not adversely impact your application.

The firm collects this information in a variety of ways, including:

- CVs and covering letters
- application forms and other forms completed by you during the recruitment and onboarding process
- passport or other identity documents such as your birth certificate or driving license
- academic transcripts or certificates
- correspondence with you through interviews, meetings or other assessments.

In some cases, the firm collects personal data about you from third parties, such as references supplied by former employers or academic tutors, information from employment background check providers and information from criminal records checks permitted by law. We will always ask for written consent from candidates before obtaining references or processing any background checks that involve passing your personal data to third parties.

### **3. Why does the firm process personal data?**

The firm needs to process your data to assess your suitability for the role for which you have applied and to complete on-boarding and screening processes should your application be successful, in order to offer you employment.

The firm also needs to process data to comply with its legal obligations. The firm is required to check your entitlement to work in the UK and to make reasonable adjustments for people with disabilities during the recruitment process, and if appointed, to support them in the performance of their duties.

For certain positions, it is necessary to carry out criminal records checks to ensure that individuals meet suitability criteria under the SRA's requirements and if specifically required for the role in question.

The firm has a legitimate interest in processing personal data during the recruitment process.

Processing candidate and employee data allows the firm to:

- run recruitment and selection processes
- respond to and defend against legal claims and
- maintain and promote equality in the recruitment process.

Where the firm relies on legitimate interest as a reason for processing data, it has considered whether those interests are overridden by the rights and freedoms of candidates and has concluded that they are not.

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Some special categories of personal data, such as information about health or medical conditions, are processed to carry out employment law obligations (such as those in relation to candidates with disabilities and for health and safety purposes).

Where the firm processes sensitive personal data such as information about ethnic origin, sexual orientation, health or religion or belief, this is done for the purposes of equality and diversity monitoring. This information is provided voluntarily and is not viewable by the Recruitment team or hiring/interview panel at any stage in the recruitment process. Choosing to not provide this data will not adversely impact your application. The data is used solely for monitoring and reporting purposes on an anonymised and aggregated basis.

Data that the firm uses for these purposes is anonymised and is collected with your express consent, which can be withdrawn at any time.

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

Your information may be shared internally with members of the HR team who have responsibility for the recruitment and on-boarding process, and employees/partners involved in the recruitment and selection process or those who are acting on their behalf. There may also be instances where access to your data is required by other members of the firm, for example should you raise any issues related to your application or your personal data. However, your information will be shared only with individuals essential to specified processing activities or where access to the data is necessary for performance of their roles. The firm may share your data with third parties including:

- suppliers who provide candidate application tracking systems (ATS), interview and assessment services to the firm. Our ATS supplier is currently eArcu Limited
- contextualised recruitment systems (CRS) to promote and monitor social mobility and diversity within our trainee selection process. Our CRS provider is currently Rare Contextual Recruitment
- recruitment agencies acting on behalf of the firm and to whom you have provided consent to share your CV and introduce you to us
- academic institutions (universities, colleges, etc.) and previous employers in validating information you have provided
- other third-party suppliers (or potential suppliers), who provide services on our behalf such as employment background checks or to obtain necessary criminal records checks from the Disclosure and Barring Service.

The firm will not transfer your data to countries outside the UK or the European Economic Area (EEA), to third countries or international organisations unless appropriate safeguards are in place and individual rights enforceable.

All recruitment agencies acting on behalf of the firm are required to obtain your written consent before submitting your application to us. You will receive an email confirmation if an agency submits an application on your behalf. Please contact us if you believe a recruitment agency has submitted your application to us without your consent.

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## 5. How does the firm protect data?

Data is stored securely within different places including the firm's physical and electronic HR systems, the firm's email system and third-party systems (e.g. ATS and CRS).

The firm takes the security of your data seriously. The firm has internal policies and controls in place to mitigate against your data being lost, accidentally destroyed, misused and disclosed to or accessed by unauthorised party.

Where the firm appoints third parties to process personal data on its behalf, they (and any sub-processors or associated entities) are engaged on the basis of written instructions, under a duty of confidentiality and an obligation to implement appropriate technical and security measures to ensure the security of data.

## 6. For how long does the firm keep data?

The firm holds the personal data of unsuccessful candidates within our ATS for 6 months from the point their recruitment process is concluded. Any emails received by [jobs@leighday.co.uk](mailto:jobs@leighday.co.uk) are automatically deleted 12 months after receipt. If during the recruitment process you would like to withdraw from the process, you can do this by getting in contact with the recruitment team at [jobs@leighday.co.uk](mailto:jobs@leighday.co.uk) or by using the withdraw functionality on our ATS, which will automatically remove you from consideration in that process. If you would like to be considered for other vacancies at Leigh Day you can provide consent on the online application form for us to contact you about other suitable roles. You can also submit your details to one of our talent pools, if you are interested in being kept on file for a specific area of Leigh Day. You can withdraw this consent at any time via your ATS account if your preferences change, and we will email you annually to remind you to update these preferences.

If you are offered and take up employment/work experience with the firm, information gathered during the recruitment and onboarding process will be securely transferred from our ATS to our HR system, to form part of your employment record. We will retain your data on the ATS for six months from the point this data is transferred. The retention periods for which your employment / placement data is held are set out in the Human Resources personal data retention policy for staff, a copy of which is available from HR on request.

## 7. Your rights

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

- access and obtain a copy of your data on request
- require the firm to change incorrect or incomplete data
- require the firm to delete or stop processing your data, in certain circumstances where there is no lawful reason for processing object to the processing of your data
- ask the firm to stop processing data for a period if data is inaccurate or there is a dispute about whether your interests override the firm's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact [jobs@leighday.co.uk](mailto:jobs@leighday.co.uk). The HR team will process your request with assistance from the Data Protection team if required.

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If you believe that the firm has not complied with your data protection rights, you can contact the firm's Data Protection Officer (DPO) at [dataprotection@leighday.co.uk](mailto:dataprotection@leighday.co.uk).

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

Certain information, such as contact details, your right to work in the UK and information relating to your qualifications and previous experience must be provided to enable the firm to run the recruitment and selection processes and fulfil our legal obligations in making offers of employment. If you do not provide information, this will hinder the firm's ability to consider your suitability for the role for which you have applied and our ability to offer you legal employment. Any data that is mandatory will be marked as such on the application form. If you are unable to provide this data please contact us at [jobs@leighday.co.uk](mailto:jobs@leighday.co.uk)

## **9. Automated decision-making**

Employment decisions are not based on automated decision-making.

## **10. Further information**

The data controller is Leigh Day, and our data protection registration number is Z5524826.

If you would like any further information or have any queries or concerns about how we deal with your data, please contact:

- Sophia Eleftheriou, Head of Recruitment: [seleftheriou@leighday.co.uk](mailto:seleftheriou@leighday.co.uk)
- Jonathan Bond, HR Director: [jonathan.bond@leighday.co.uk](mailto:jonathan.bond@leighday.co.uk)
- Viviana Marcus, Data Protection Officer: [dataprotection@leighday.co.uk](mailto:dataprotection@leighday.co.uk)

**April 2025**

**Leigh Day HR & Learning Department**