

Candidate Privacy Policy

1. As a candidate, or potential candidate, of ASM Chartered Accountants (trading as ASM (B) Ltd, ASM (ABC) Ltd, ASM (DEF) Ltd and ASM (N) Ltd and here in after referred to as "ASM"), we recommend that you take time to review our Candidate Privacy Policy.
2. ASM is committed to protecting your personal information in every aspect of our recruitment process. This privacy notice describes how ASM collects and uses the personal information you provide to us, in accordance with the General Data Protection Regulation (GDPR).

The kind of information we hold about you

3. In order to complete our recruitment process we are required to collect, store, and process your personal information and this may include:
 - the information you have provided to us in your curriculum vitae, covering letter or in interview or consultation;
 - the information you have provided on any application form you may complete for a specific role, including name, title, address, telephone number, personal email address, employment history, right to work documents, driving licence details, salary and benefits details and qualifications.
4. We may also collect, store and use the following types of more sensitive personal information:
 - information about your religious beliefs in order to comply with Fair Employment Legislation;
 - information about your health, including any medical condition, health and sickness records;
 - information about criminal convictions and offences.

How your personal information is collected

5. We collect personal information about candidates from the following sources:
 - you, the candidate;
 - your named referees, from whom we collect information in relation to your previous employment background and personal character. This would only be done when you have been placed in a role with ASM, and your references would not be contacted without your prior consent.

How we will use information about you

6. We need certain personal information about you to carry out our recruitment process and to enable us to comply with legal obligations. The situations in which we will process your personal information are:
 - in carrying out our recruitment process;
 - in carrying out background and reference checks;
 - checking you are legally entitled to work in the UK;
 - assessing skills, qualifications and suitability for a particular job;
 - to prevent or detect crime, protect public funds or otherwise to comply with any legal or regulatory requirement.

How we use particularly sensitive personal information

7. We will use your particularly sensitive personal information in the following ways:
 - we will use information about your disability status 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;
 - we will use information about your religious beliefs to ensure meaningful equal opportunity monitoring and reporting.

If you fail to provide personal information

8. If you fail to provide certain information when requested we may not be able to process your application further.

Information about Criminal Convictions

9. We will only collect information about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so. Where appropriate, necessary and in line with our contractual obligations to clients, suppliers and candidates, we will collect information about criminal convictions as part of the recruitment process or we may be notified of such information directly by you.

Data sharing

10. We will only share your personal information with third parties where it is necessary for the purposes of fulfilling our legal obligations. All third-party data processors are required to take appropriate security measures to protect your personal information in line with data protection policies.

Data Security

11. We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

12. We have put in place procedures to deal with any suspected data security breach and we will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Data Retention

13. We will retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

Rights of access, correction, erasure, and restriction

14. Under certain circumstances, by law you have the right to:

- a) ***Request access to your personal information*** (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information that we hold about you and to check that we are lawfully processing it;
- b) ***Request correction of the personal information that we hold about you.*** This enables you to have any incomplete or inaccurate information that we hold about you corrected;
- c) ***Request erasure of your personal information.*** This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see paragraphs 15 and 16 below);
- d) ***Object to processing*** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes;
- e) ***Request the restriction of processing*** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it;
- f) ***Request the transfer*** of your personal information to another party.

15. If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact ASM's data compliance officer in writing.

Right to withdraw consent

16. In circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please notify ASM's data compliance officer in writing. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose, or purposes, that you originally agreed to, unless we have another legitimate basis for doing so in law.

Data Protection Compliance

17. We have appointed our data compliance officer to oversee compliance with this privacy notice. If you have any questions about this privacy notice, or how we handle your personal information, please contact ASM's data compliance officer at admin@asm Belfast.com

18. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the supervisory authority for data protection issues in the UK.