

Introduction

John Mills Ltd (ICO registration Z5266132) (“JML”) takes your privacy very seriously. This Privacy Notice is intended to set out your rights and answer any queries you may have about your personal data. If you need more information, please contact:

John Mills Ltd
Chiswick Green
610 Chiswick High Road
London
W4 5RU

Compliance@jmlgroup.co.uk

UK Customers - 0800 781 7831

Republic of Ireland Customers - 041 978 0003

Unless we inform you otherwise during the recruitment process, JML will be your data controller and will be the company to which you provide your consent for the processing of your personal data.

JML are committed to protecting your privacy and our data protection policy and procedures have been developed in line with the requirements of the 1995 European Union Data Protection Directive (Directive 95/46/EC) and the General Data Protection Regulation (in force from 25 May 2018) and applicable national law.

1 What information do we collect?

We collect and process personal data about you when you apply for a job with us.

The personal data we process includes:

- ✓ Your name, home address, email address and phone numbers;
- ✓ Your date of birth, marital status and nationality;
- ✓ Your qualifications, educational and employment history;
- ✓ National insurance number;
- ✓ Other information contained in your CV or other documents or information you submit to us;
- ✓ Information from the selection process, if any;
- ✓ References relating to your work for previous employers;
- ✓ Medical and financial information (where you provide this to us);
- ✓ Information to confirm your identity and right to work, such as a copy of your passport;
- ✓ Details of any unspent criminal convictions; and
- ✓ With your specific consent, we may ask you for information relating to your ethnicity, gender, disability, religion, sexual orientation and other diversity-related information.

2 What is the source of this information?

We obtain this information directly from you, as well as from third parties such as recruitment agencies, or any background checking companies we use or by asking your former employers with your consent. We may also obtain information from your public profiles available online.

3 How do we use this information and what is the legal basis for this use?

We process the personal data listed in paragraph 1 above for the following purposes only in accordance with our legitimate interests:

- ✓ To enable us to comply with our legal and regulatory obligations;
- ✓ To make recruitment decisions;
- ✓ To prevent and detect fraud and other wrongdoing;
- ✓ To establish, exercise or defend our legal rights; and
- ✓ To manage risk;

4 With whom and where will we share your personal data?

Personal data may be shared with government authorities and / or law enforcement officials if required for the purposes above, if mandated by law or if needed for the legal protection of our legitimate interests in compliance with applicable laws.

Personal data may also be shared with third party service providers (processors) who will process it on behalf of JML for the purposes above. We will only use processors who have demonstrated sufficient guarantees of compliance.

Such third parties include, but are not limited to:

- ✓ People HR, our HR systems provider;
- ✓ Cloud based storage providers;

In the event that our business or any part of it is sold or integrated with another business, your details will be disclosed to our advisers and those of any prospective purchaser and will be passed to the new owners of the business.

We promise we'll never share your details with anyone else.

5 How long will you keep my personal data?

We will not keep your personal information for any purpose for longer than is necessary and will only retain the personal information that is necessary in relation to the purpose. We are also required to retain certain information as required by law or for as long as is reasonably necessary to meet regulatory requirements, resolve disputes, prevent fraud and abuse, or enforce our terms and conditions.

We will keep the personal data connected to your job application (including any interview records) for 6 months from the date of their creation in our HR system. If your application is successful and you become a member of staff we will provide you with a copy of the Employee Privacy Notice. The retention periods referred to therein will apply to your personal data during your employment.

6 Where is my data stored?

The personal data that we collect for employment purposes will not be transferred outside the European Economic Area (EEA).

7 What are my rights in relation to my personal data?

At any point while we are in possession of or processing your personal data, you, the data subject, have rights. These rights can be accessed via the ICO website in particular by clicking or copying this link - <https://ico.org.uk/your-data-matters/>.

8 Where can I find more information about JML's handling of my data?

Should you have any queries regarding this Privacy Notice, about JML's processing of your personal data or wish to exercise your rights you can contact JML's Data Protection Representative using this email address:

Compliance@jmlgroup.co.uk

If you are not happy with our response, you can contact the Information Commissioner's Office:

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

www.ico.org.uk

UK Calls - 0303 123 1113

Outside UK - +44 1625 545 700