
Graduate (Trainee Solicitor) Recruitment Privacy Notice

Introduction

This Privacy Notice explains how Bristows (“we” or “us”) handles personal information about you when you use the Bristows Graduate Recruitment Site (<https://training.bristows.com/home>) and Online Application System (the “Application System”) to apply for a training contract at Bristows and/or to attend one of our graduate recruitment workshops or open days. It also covers the personal information we collect when you attend an interview, workshop or open day. Finally it also explains the rights you have under data protection law. Please read the following carefully to understand how we will treat your personal information.

Bristows LLP and Bristows (Services) Limited of 100 Victoria Embankment London EC4Y 0DH are the “data controllers” in respect of your personal information for the purposes of applicable data protection laws (including the General Data Protection Regulation “GDPR” and its implementing legislation in the UK).

What personal information does Bristows collect?

Bristows will collect personal information you provide to us directly (for example, if you contact us with a question or complete an application) and information about your usage of the Graduate Recruitment Site.

We may therefore collect and process the following categories of information:

- Your name, address, email address, telephone number and other contact details.
- Your academic qualifications and information about previous jobs or work experience.
- Only where you chose to provide it, a ‘score’ relating to your relative performance at school compared to your peers or to your socio-economic circumstances when growing up (“Contextual Information”).
- Details of any extenuating circumstances which may have impacted your academic performance.
- Information related to your application, such as your motivations for pursuing a career in law and your interest in working at Bristows.
- Records of your correspondence with us and the status of your application.
- Information related to your performance at the workshop, open day or interview and information provided by your referees.
- Only where you chose to provide it, information about your gender, religion, socio-economic background, sexual orientation, ethnicity and/or any disabilities that you may have.
- Information related to your use of the Graduate Recruitment Site using cookies and other tracking technologies (for example, information about which pages you have visited).

How we use your personal information

We will use your personal information in the following ways:

- To provide you with information about upcoming graduate recruitment presentations or events where you have registered to receive these alerts.
- To respond to and handle any questions you have sent to us using the Enquiries Form on the Graduate Recruitment Website.
- We will use the information given on your application form (and any supplementary information submitted by you) relating to your academic qualifications, work experience and motivation for working at Bristows to consider your application and to decide whether to invite you for an interview and/or offer you a training contract or a place on the workshop or open day you have applied for. We will also use any Contextual Information you chose to give us to further assist us with these decisions.
- We will also use information about your performance at interview or on the workshop or open day to decide whether to invite you for an interview and/or offer you a training contract.
- We will use your email address and contact details to communicate with you about the progress and status of your application.
- If you have chosen to provide it on the 'Equal Opportunity' page of the Application System, we will use information about your gender, religion, socio-economic background, sexual orientation, ethnicity and/or any disabilities that you may have to monitor the effectiveness of our diversity policy (known as "equal opportunities monitoring").

We may verify the personal information you provide during the application and recruitment process and/or collect personal information about you from third party sources to assist with our "**Pre-Employment Checks**". If this occurs:

- You will be told in advance which aspects of your personal information will be verified including an explanation of how the Pre-Employment Checks will be carried out; and
- Information about criminal convictions (if collected) will only be collected through official authorised sources and in accordance with applicable law.

Bristows will only process your personal information where we have a legal basis for doing so. Generally, we will be processing your information to help us to decide whether to offer you a training contract or a place on a workshop or open day.

In certain situations, we will process your personal information because you have consented to us doing so, in which case you can withdraw such consent at any point. We will rely on your consent only in certain situations, for example:

- where you have chosen to provide us with Contextual Information; and
- where you have signed up to receive alerts or information about upcoming recruitment events or presentations.

We may also process your personal information to comply with our legal obligations (such as those set out by the Solicitors Regulation Authority) or because it is in our legitimate business interests to do so provided that such processing does not result in a negative impact on your privacy or other rights (for example, where it is necessary for us to understand our applicants in sufficient detail so we can operate an effective recruitment process).

Use of cookies and similar technologies

The Graduate Recruitment Site and Application System use session cookies to authenticate users during the application process. These session cookies operate by placing a small text file on your hard drive. Session cookies are deleted once your session has finished. If you do not wish to receive these cookies you can alter your internet browser's settings so that it does not accept them. Please be aware that if you alter your internet browser's settings so that it does not accept cookies, you will not be able to complete the online application form. For more information please refer to our Cookie Policy.

Sharing your personal information

We will only share your personal information with third parties in the following circumstances:

- Where we use a third party service provider which will process personal information on our behalf. For example, your personal information will be stored and sent to us by our service provider, Globe Business Publishing Limited (who trade as "Apply4Law"). Globe Business Publishing Limited hosts the Application System on our behalf. We will provide information to Globe Business Publishing Limited solely for use as our service provider under contractual conditions to handle your personal information appropriately.
- Where we are under a duty to do so in order to comply with any legal or regulatory requirement, or to protect the rights, property, or safety of our firm or others.
- Where our firm, or substantially all our firm's assets are merged or acquired by a third party, in which case your personal information may form part of the transferred or merged assets.
- To provide anonymous statistical information about users of the Graduate Recruitment Site and related usage information to reputable third parties.
- To seek legal advice from our external advisers or in connection with litigation with a third party.

Links to third party websites

The Graduate Recruitment Site may contain links to third party websites for example, on LinkedIn or Twitter. If you follow a link to any third party website, please be aware that these websites have their own privacy policies and that we do not accept any responsibility or liability for their handling of your personal information.

How long we store your personal information

If you have applied for a training contract, workshop or open day, we will retain your completed application form until we let you know the outcome of your application. After this, if you have applied for a training contract and your application was unsuccessful, we will keep your application form on file for the purpose of our internal records for no more than six months. In addition, we may keep a record of the outcome of your application for no more than two years for reference when considering any later application for a training contract that you may make. If your application was accepted, we will retain your application form as part of your employment record.

If you have applied for a workshop or open day, we may retain your application form for a period of two years for reference when considering any later application for a training contract that you may make. Please let us know if you would prefer us not to do so using the contact details below.

Please note that third parties who share data with Bristows have their own storage policies for any personal information provided to these parties. If you would like to know more, or to make a request of those third parties, please visit their websites and read their privacy notices.

Where do we store your personal information?

We may transfer your personal information to a country outside the European Economic Area (“EEA”) or UK, which have less strict, or no data protection laws than we do in the UK (for example, if we use a service provider based in the USA).

Whenever we transfer your personal information outside of the EEA or the UK, we will take legally required steps to ensure that appropriate safeguards are in place to protect your information and to make sure it is treated securely and in accordance with this Privacy Notice. You may contact us for a copy of the safeguards which we have put in place to protect your personal information and privacy rights in these circumstances.

Your password

You are responsible for keeping confidential the password which enables you to complete and view your application form. We ask you not to share your password with anyone. In order to ensure that your personal information is kept secure we recommend that you do not use a publicly accessible computer to complete your application form.

Your rights

You may have certain rights in relation to your personal information, including the right to request: access to the personal information we hold about you, objection to, restriction of and/or the withdrawal of your consent to the processing of your personal information, the erasure of your personal information and to receive a machine readable copy of your personal information.

You also have the right to ensure that we correct or delete any inaccurate or out of date personal information which we have about you. If you believe that any personal information which we have about you is inaccurate or out of date and you would like us to correct or delete it, or you wish to exercise any other of your rights, please contact us at trainee.recruitment@bristows.com.

Please remember that you may access and update certain information about yourself via the Application System.

Contact us

Please contact us at trainee.recruitment@bristows.com if you would like to find out more about any matters relating to this Privacy Notice.

If you have concerns about the way in which we have handled your personal information, please contact us in the first instance. If you are still dissatisfied, you have the right to contact the relevant data protection authority (in the UK this is the Information Commissioner’s Office).

Last updated **09 July 2018**