

## **Fair Processing Notice for Candidates**

At BE Offices, we respect your personal data. This Fair Processing Notice explains how we will use your personal data when you apply to work for us.

### Our contact details

Our office is at Central Point, 45 Beech Street, London, EC2y 8AD

0800 917 4444

info@beoffices.com

Our Data Protection Officer is Kristy Gouldsmith and she can be contacted at [DPO@beoffices.com](mailto:DPO@beoffices.com)

### What personal data do we collect about you? How will we use that personal data? What is the legal basis? What is the retention period?

We use your name, address, contact details and work history to assess your application. We are processing your personal data on the basis of your consent. If you submit your CV to us, that is a clear affirmative action that indicates to us that you have consented to us processing your personal data

We will collect and process personal data during the recruitment process, such as interview notes. Our legal basis for doing so is legitimate interest – taking and processing notes and other details during the recruitment process is a legitimate activity for a business.

### How long do we keep your personal data for?

If you are not successful at any point during the recruitment process, we will hold your personal data for six months in case of any employment tribunal claims as we have a legitimate interest in doing so.

We will only hold your CV for six months in case of any future job with your consent. After six months, it will be deleted.

### Who do we share your personal data with?

We share your personal data with the following recipients:

- our software providers
- cloud service providers
- referees

### Do we transfer your personal data outside of the UK?

We do not transfer your personal data outside of the UK.

### Do we use any automated decision making?

We do not use any automated decision making.

### Your rights

You have rights in respect of our processing of your personal data which are:

- To access to your personal data and information about our processing of it. You also have the right to request a copy of your personal data (but we will need to remove information about other people).
- To rectify incorrect personal data that we are processing.
- To request that we erase your personal data if:
  - we no longer need it;
  - if we are processing your personal data by consent and you withdraw that consent;
  - if we no longer have a legitimate ground to process your personal data; or
  - we are processing your personal data unlawfully
- To object to our processing if it is by legitimate interest.
- To restrict our processing if it was by legitimate interest.
- To request that your personal data be transferred from us to another company if we were processing your data under a contract or with your consent and the processing is carried out automated means.

If you want to exercise any of these rights, please contact us.

If you have any questions or concerns, please contact us as most matters can be resolved informally in the first instance.

If you have any questions or concerns, please email [DPO@beoffices.com](mailto:DPO@beoffices.com) as most matters can be resolved informally in the first instance.

You also have the right to lodge a complaint about our processing the UK's Information Commissioner's Office.