

rradar Candidate Privacy Notice

We are committed to protecting your rights and freedoms with regards to your personal data. This notice describes how we collect, store, use, and share personal information. It also explains the rights you have in relation to the personal information that we hold about you.

This notice is applicable to all candidates, both those applying for permanent and fixed term roles. It applies to agents and contractors, as well as other roles such as interns, trainees and graduates who work on projects for rradar.

This notice does not form part of any contract of employment or other contract to provide services. We may update this notice at any time. This notice shall be made available on rradar's employee intranet and on our website. Updates to this notice shall be made to this page and, where appropriate, notified to you by email. Please check back frequently to see any updates or changes.

When appropriate we will provide a 'just in time' notice to cover any additional processing activities not mentioned in this notice.

Who we are

When we say 'we' or 'us' in this notice, we're referring to rradar Limited or rradar (Scotland) Limited, hereafter referred to as 'rradar', 'the Company', 'the firm' or 'the business':

- rradar Limited a company registered in England and Wales (registered number 07738271) whose registered office is at 6 Beacon Way, Hull, England, HU3 4AE.
- rradar (Scotland) Limited is a company registered in Scotland (registered number SC519039) whose registered office is at 145 St. Vincent Street, Glasgow, Scotland, G2 5JF.

Each of the above may act as a Data Controller, either as a direct employer as per your employment contract or working collectively as part of rradar when managing your employment relationship.

What kinds of data do we collect about you and why?

Throughout rradar's recruitment processes, we may process personal data about you and your dependents, beneficiaries, and other individuals whose personal data has been provided to us.

rradar collects and uses your personal data primarily for the purpose assessing your suitability for employment. You don't have to provide what we ask for, but it may affect your application if you do not provide it.

The below are examples of the data we collect and the purposes for collection.

Application Stage

If you use our online application system, your details will be collected by our data processor [hireful](#) on our behalf. If you have applied through a recruitment agency, they will input your details onto our applicant tracking system on your behalf. For information on your recruitment agencies privacy notice, please contact them directly.

To access a copy of your completed application form you can email us at recruitment@rradar.com.

We ask you for your personal details including name and contact details. We will also ask you about previous experience, education, referees and for answers to questions relevant to the role. Our recruitment team will have access to all this information.

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You will also be asked to provide equal opportunities information. This is not mandatory – if you do not provide it, it will not affect your application. We will not make the information available to any staff outside our recruitment team, including hiring managers, in a way that can identify you. Any information you provide will be used to produce and monitor equal opportunities statistics.

Shortlisting

Our hiring managers shortlist applications for interview. They will not be provided with your equal opportunities information if you have provided it.

Assessments

We may ask you to participate in assessment days; complete tests or occupational personality profile questionnaires; attend an interview; or a combination of these. Information will be generated by you and by us. For example, you might complete a written test, or we might take interview notes. This information is held by us.

If you are unsuccessful after assessment for the role, we may ask if you would like your details retained in our talent pool. If you say yes, we will proactively contact you should any further suitable vacancies arise.

Conditional offer

If we make a conditional offer of employment, we will ask you for information so that we can carry out pre-employment checks. You must successfully complete pre-employment checks to progress to a final offer. We must confirm the identity of our staff and their right to work in the United Kingdom, and seek assurance as to their trustworthiness, integrity, and reliability.

You may be asked to provide:

- proof of your identity – you may be asked to attend our office with original documents; we will take copies. We may ask you to provide these electronically through [Agenda Screening Services](#), our pre-employment checks partner, or directly to us through a secure transfer mechanism.
- proof of your qualifications – you will be asked to attend our office with original documents; we will take copies. We may ask you to provide these electronically; in this case we will provide a secure transfer mechanism.
- a criminal records declaration to declare any unspent convictions
- your email address, which we will pass to [Agenda Screening Services](#), which will contact you to:
 - complete an application for a Basic Criminal Record check via the Disclosure and Barring Service, or Access NI, which will verify your declaration of unspent convictions.
 - contact your referees, using the details you provide in your application or provided directly to Agenda Screening Services, to obtain references
- We may also ask you to complete a questionnaire about your health to establish your fitness to work.

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- We may also ask you about any reasonable adjustments you may require under the Equality Act 2010. This information will be shared with relevant rradar staff to ensure these are in place for when you start your employment.

If we make a final offer, we'll also ask you for the following:

- bank details – to process salary payments
- emergency contact details – so we know who to contact in case you have an emergency at work

After your start date

The Solicitors Regulatory Authority may require staff to declare if they have any potential conflicts of interest, or if they are active in a political party. If you complete a declaration, the information will be held on your personnel file. You will also need to declare any secondary employment.

Additionally, information provided during the recruitment process will form part of your employment record and used to carry out the contract we have with you, provide you access to business services required for your role and manage our human resources processes. We will also use it to meet our obligations as a regulated law firm. Information on these processing activities will be made available by our Employee Privacy Notice.

Other purposes

We may also be required to use your personal data where we consider it necessary for complying with laws and regulations, including collecting and disclosing employee personal information as required by law (e.g., for tax, health and safety, anti-discrimination laws), under judicial authorisation, or to exercise or defend the legal rights of the rradar.

We may also collect and use personal information when it is necessary for other legitimate purposes, such as to help us conduct our business more effectively and efficiently – for example, for IT security/management, accounting purposes, or financial planning. We may also process your personal data to investigate breaches of law or of our own internal policies.

Lawful basis for processing your personal data

Depending on the processing activity, we rely on the following lawful basis for processing your personal data under the GDPR:

- Article 6(1)(a) which relates to having your freely given consent.
- Article 6(1)(b) which relates to processing necessary for the performance of a contract.
- Article 6(1)(c) so we can comply with our legal obligations as your employer.
- Article 6(1)(d) to protect your vital interests or those of another person.
- Article 6(1)(f) for the purposes of our legitimate interest.

The lawful basis we rely on for processing your personal data is article 6(1)(b) of the UK-GDPR, which relates to processing necessary to perform a contract or to take steps at your request, before entering into a contract.

If you provide us with any information about reasonable adjustments, you require under the Equality Act 2010 the lawful basis we rely on for processing this information is article 6(1)(c) to comply with our legal obligations.

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rradar will analyse and report on our recruitment activities. Where we do this, we will produce aggregated reports which no longer contain personal data. This activity will be conducted in our legitimate interest under article 6(1)(f) to ensure we are optimising our resources and attracting the right candidates.

Please note, while consent is listed as a lawful basis it is unlikely that rradar will rely upon this lawful basis unless it can be shown that you were able to freely give such consent. Where consent is used as a lawful basis, you have the right to withdraw such consent at any time. Should you wish to withdraw your consent, please contact our Data Compliance Officer at DCO@rradar.com.

Special category data

Where the information we process is special category data, for example your health data, the additional bases for processing that we rely on are:

- Article 9(2)(a) which relates to you providing explicit consent.
- Article 9(2)(b) which relates to carrying out our obligations and exercising our rights in employment and the safeguarding of your fundamental rights.
- Article 9(2)(c) to protect your vital interests or those of another person where you are incapable of giving your consent.
- Article 9(2)(h) for the purposes of preventative or occupational medicine and assessing your working capacity as an employee.
- Article 9(2)(f) for the establishment, exercise, or defence of legal claims.

The lawful basis we rely on to process any information you provide as part of your application which is special category data, such as health, religious or ethnicity information is article 9(2)(b) of the UK-GDPR, which relates to our obligations in employment and the safeguarding of your fundamental rights. And Schedule 1 part 1(1) of the Data Protection Act 2018 which again relates to processing for employment purpose

Criminal convictions and offences

We may need process information about candidate criminal convictions and offences. The lawful basis we rely on to process this data are:

- the processing condition at Schedule 1 part 2 paragraph 6(2)(a).
- Article 6(1)(b) for the performance of a contract. In addition, we rely on the processing condition at Schedule 1 part 1 paragraph 1.

Sources of personal data

Usually, you will have provided the information we hold about you directly but there may be situations where we collect personal data from other sources. The following are the types of personal data we may collect about you and the source of this data:

- references from nominated third party referees, including previous employers,
- details of any psychometric tests taken by a third-party provider,
- details of employee pre-employment screening,
- feedback from colleagues including managers and peers collected during the recruitment process,
- feedback from clients or other third parties collected during and following client engagements,

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- referrals for roles from referees, either external or internal, or by recruitment agencies,
- details relating to your employment history, education and qualification listed on social media platforms, such as LinkedIn,
- CCTV images from our landlords or taken using our own CCTV systems; and
- IT related data e.g., computer ID, user ID, IP addresses, service access logs, software and hardware inventory, cookies.

How long we keep your personal data

We will only retain your personal information for as long as necessary to fulfil the purposes for which we collect it, including for the purposes of satisfying any legal, insurance, 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 or 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, insurance and compliance requirements.

In some circumstances, we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you. We will retain and securely destroy your personal information in accordance with our data retention policy, considering applicable laws and regulations, where we no longer have a legitimate reason for retaining it.

We will also base any retention decisions on criteria, including:

- any legal or regulatory requirements to delete or retain the data for a specific timeframe
- our legitimate business reasons for keeping the data, such as to analyse and assess our activities. This includes assessing the fairness of our recruitment practices,
- the likelihood of a claim arising where we would need to defend our conduct; and
- whether the data is likely to remain up to date

Data sharing

In some circumstances, such as under a court order, we are legally obliged to share information. We may also share information about you with third parties including government agencies and external auditors.

We may have to share your data with other third parties, including third-party service providers. We require third parties to respect the security of your data and treat it in accordance with data protection laws. If we do share data, you are entitled to expect that third party to apply a similar level of protection in respect of your personal information.

rradar or its service providers share your personal data with third parties when:

- required by law
- requested by a regulator
- necessary to manage its working relationship with you
- it is in the public interest to do so
- necessary for the performance of its services

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- contacted by a new or prospective employer for an employment reference
- necessary for fraud and data error investigations

The third parties include service providers, contractors, agents, and other government bodies.

Third party	Purpose
hireful	Applicant tracking
Agenda Screening Services	Pre-employment screening
Disclosure and Barring Service	Security vetting
Solicitors Regulatory Authority	Regulatory requirements
External auditors	Variety of audit checks to assure compliance with process/policy
Travel providers	Travel and accommodation arrangements
Offsite document storage providers	Storage of your HR, pay and pension records

All our third-party service providers are required to take appropriate security measures to protect your personal information. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

We may share your personal information with other third parties, for example in the context of the possible sale or restructuring of the business or where we are under a duty to disclose or share your personal data to comply with any legal obligation; or to protect the rights, property, or safety of rradar, our customers, or others.

International transfers of personal data

We do not routinely transfer staff personal data overseas but when this is necessary, we ensure that we have appropriate safeguards in place.

We need to have legal grounds to transfer your data outside of the UK. Some countries have been assessed by the UK as being 'adequate', which means their legal system offers a level of protection for personal information which is equal to the UK's protection. Where the country or mechanism has not been assessed as adequate, the method we use most frequently is Standard Contractual Clauses (SCCs).

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Security of your Data

rradar has implemented specific measures such as admission controls, system access controls, data access controls, transmission controls, input controls, job controls, availability controls, and segregation controls to ensure adequate protection of personal data. This includes specific measures such as the use of anti-virus applications, proper training protocols, systematic access management, and DDoS mitigation technologies.

rradar's active approach to protect the integrity of the data includes, but is not limited to, technical and organisational measures such as proper system administration, regular backup procedures, the use of authentication codes, signature procedures, network controls, and proper training of employees and relevant third parties.

How we make decisions about recruitment

Final recruitment decisions are made by hiring managers and members of our recruitment team. We take account of all the information gathered during the application process.

Any online testing is marked, and a result is generated automatically. However, if you wish to challenge the mark you have received, the result can be checked manually.

You can ask about decisions on your application by speaking to your contact in our recruitment team or by emailing recruitment@rradar.co.uk.

Your rights

There are several rights available to people under the UK-GDPR. These include:

- access to your data and information about what data we hold, its source, the
- purposes of processing your data and information,
- rectification of your data where it is inaccurate,
- the right to be forgotten / to request that data is deleted,
- the right to restrict the processing of data,
- data portability,
- the right to object; and
- rights relating to automated decision-making.

You can find more information on these rights below. If you wish to exercise one of your rights, please contact our Data Compliance Officer at DCO@rradar.com or write to us at:

Data Compliance Officer
Suite 4B
4th Floor
Leeds
LS1 4JB
United Kingdom

1. Access to your data

You have the right to ask us to confirm that we process your personal data, as well as to have access to and receive copies of the data we hold about you. This right also include being provided information on the categories of data held, the sources of any data we process and information on

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who this is shared with or sold to – for ease we have included most of this information within this privacy policy.

We will provide the information you request as soon as possible and in any event within one calendar month of receiving your request. If we need more information to comply with your request, we will let you know.

2. Rectification (correction) of your data

If you believe personal data, we hold about you is inaccurate or incomplete, you can ask us to rectify it. We will make the correction within one month, unless we do not feel the change is appropriate for us to make, in that case, we will let you know why. We will also let you know if we need more time to comply with your request.

3. Right to be forgotten (erasure)

In some circumstances, you have the right to ask us to delete the personal data we hold about you when:

- we no longer need your personal data for the purpose for which we collected it,
- we have collected your personal data on the grounds of consent, and you withdraw that consent,
- you object to the processing, and we do not have any overriding legitimate interests to continue processing the data about you,
- we have unlawfully processed your personal data (i.e., we have failed to comply with the UK-GDPR); and
- the personal data must be deleted to comply with a legal obligation.

There are certain situations in which we are entitled to refuse to comply with a request. If any of those apply, we will let you know.

4. Right to restrict processing

In some circumstances, you are entitled to ask us to stop processing your personal data. But, while this means we must stop actively processing your personal data, we do not have to delete it. This right is available if:

- you believe the personal data we hold is not accurate – we will cease processing it until we can verify its accuracy,
- you have objected to us processing the data– we will stop processing it until we have determined whether our legitimate interests override your objection,
- if the processing is unlawful; or
- if we no longer need the data but you would like us to keep it because you need it to establish, exercise, or defend a legal claim.

5. Data portability

Where rradar acts as a data controller, you have the right to ask us to provide your personal data in a structured, commonly- used and machine-readable format so that you can transfer the personal data to another data controller. This right only applies:

- to personal data you provide to us,
- when processing is based on your consent or for performance of a contract (i.e., the right does not apply if we process your personal data on the grounds of legitimate interests); and

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- if the processing is automated.

We will respond to your request as soon as possible and in any event within one calendar month. If we need more time, we will let you know.

6. Right to object

You are entitled to officially object to us processing your personal data:

- if the processing is based on legitimate interests or performance of a task in the public interest or exercise of official authority,
- for direct marketing purposes (including profiling); and/or
- for the purposes of scientific or historical research and statistics.

We will stop processing your data if you have ground for objecting unless we can show that there are legitimate compelling grounds that override your interests, rights, and freedoms or the processing is for the establishment, exercise, or defence of legal claims.

7. Rights related to automated decision-making including profiling

You have the right not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects or similarly significantly affects you.

For something to be solely automated there must be no human involvement in the decision-making process. The restriction only covers solely automated individual decision-making that produces legal or similarly significant effects. A legal effect is something that affects your legal rights.

In these cases, you can request that human intervention or human involvement be used as part of the decision-making process. Furthermore, you can request information about the logic involved in the decision-making process, as well as the significance and the envisaged consequences of any decisions made.

Changes to this Privacy Notice

We may update this notice at any time. This notice shall be made available on rradar's employee intranet and on our website. Updates to this notice shall be made to this page and, where appropriate, notified to you by email.

Please check back frequently to see any updates or changes.

Contact

Questions, comments and requests regarding this privacy notice and your individual rights are welcomed. To contact us on these matters, or for any other data protection concerns or issues, please use the following details:

- by email: DCO@rradar.com
- in writing to: Data Compliance Officer, Suite 4B, 4th Floor, Leeds, LS1 4JB, United Kingdom.

Complaints and Concerns

If you have any concerns about the ways in which we process your personal data, you have a right to complain to the Information Commissioner's Office. We would encourage you to contact us first, so we can address your concerns.

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The Information Commissioner's Office can be reached using the following details:

- through their website: <https://ico.org.uk/>
- by telephone: 0303 123 1113
- in writing: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF