



Recruitment Privacy Notice

Who are we?

BTO Solicitors LLP (“BTO”) is a Scottish law firm. We provide legal advice and services to individual and corporate clients and this privacy notice applies to individuals applying to work with us. It does not apply to individuals applying to become partners with us, who are covered by a separate Partner Recruitment Privacy Notice.

BTO is a data controller where we determine how we collect the data and why. We can be contacted in relation to the data that we process about you using the following details:

Address: Data Protection Manager, BTO, One Edinburgh Quay, 133 Fountainbridge, Edinburgh EH3 9QG Email: gdpr@bto.co.uk
Tel: 0131 222 2939

BTO’s data protection officer is RGDP LLP.

Address: Data Protection Officer, RGDP, One Edinburgh Quay, 133 Fountainbridge, Edinburgh EH3 9QG
Email: info@rgdp.co.uk
Tel: 0131 222 3239

We may need to amend this Privacy Notice and we will notify you of any significant changes that we make.

What personal information does BTO collect?

Applicant /Interview Stage

- Personal Contact details
- Education and Qualifications
- Previous employment details, including remuneration and benefit entitlements
- Your experience and skills
- Your interest and hobbies
- Information on your right to work in the UK
- Notes taken during interviews or assessments

We may collect the following special category information:

- Disability information (where adjustment may be required)
- Criminal convictions or allegations

On acceptance of a conditional offer

- Information on your right to work in the UK
- Bank Details
- National Insurance Number

- Emergency Contact Details

We may collect the following special category information:

- Equal Opportunity Information
- Health and Medical information

You don't have to provide what we ask for but it may affect your application or the ability for us to enter into a contract with you if you don't.

Personal information provided by third parties

Depending on the role you have applied for and if you accept a conditional offer of employment, we may receive personal information from the following third parties:

- Recruitment Agencies
- Former employers or other referees
- Professional bodies, such as the Law Society of Scotland
- Social Media Channels, such as Linked In
- Credit Reference Agencies
- Disclosure Scotland

Why does BTO process your personal information

The purpose of processing your personal information is to assess your suitability for the role you have applied for and to offer you a contract of employment. This is explained in more detail in the table below:

Personal Information	Purpose for processing	Our legal basis for processing
Personal contact details (name, address, email, telephone number)	To contact you regarding the recruitment process and any offer of employment	To enter into a contract with you
Information about a disability, the effects of that disability, and adjustments that may need to be made during the recruitment process	To allow for reasonable adjustments to the recruitment process for disabled applicants	To comply with a legal obligation To exercise rights and obligations under employment law.
Information provided in your CV, covering letter or application form. (Education, Qualifications, Experience) Information made available by you via social media (Linked In) Information gathered from interview notes or assessments	To make a decision about your suitability for the role applied for.	To enter into a contract with you.

Offer letter, and proposed employment contract	To provide you with details of the terms and conditions of the potential contract between you and BTO	To enter into a contract with you. To comply with a legal obligation
Information on your right to work in the UK (copies of identity documents)	To evidence and record your right to work in the UK	To enter into a contract with you. To comply with a legal obligation
Bank Details and National Insurance Number	To allow payments to be made to you and provide HMRC with relevant tax information.	To comply with a legal obligation
Emergency Contact Details (name, address and phone numbers)	To allow contact with a nominated individual in the event of an emergency	In our legitimate interests
Equal Opportunity Information (date of birth, gender, marital status, ethnic origin, religion, sexual orientation)	To allow the monitoring of equal opportunities	In our legitimate interests With your explicit consent
Criminal convictions and allegations	To complete a criminal record check and obtain a basic disclosure.	In our legitimate interests
Contact details, date of birth, credit scores	To carry out a credit check	In our legitimate interests
Health and Medical information	To provide a safe working environment	In our legitimate interests

How BTO protect your personal information

BTO takes the security of your data seriously. BTO has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

In addition, BTO limits the access that individuals at BTO have to your personal data to those who have a business need to know.

Where BTO engages third parties to process personal data on its behalf, those third parties do so on the basis of our written instructions to them, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data. They are also not allowed to use your personal data for their own purposes.

BTO has in place procedures to deal with any suspected data security breach and will notify you and the information Commissioner's Office of a personal data breach when legally required to do so.

Transferring your personal information outside the EU

We do not intend to transfer your personal information to any country outside of the EU. If personal data is transferred out with the EU we will ensure that adequate safeguards are in place, relying on an adequacy agreement or other contractual terms as appropriate.

How long we retain your information

If your application is unsuccessful we will retain your personal information for six months. If we wish to retain your information for consideration for future opportunities we will hold your information for 12 months. At the end of that period or once you withdraw your consent, your information will be securely disposed of.

If your application is successful, the personal information gathered during recruitment will be transferred to your personnel file and retained during your employment.

Your Rights

You have a number of rights in relation to your personal data as explained below. A fee will not generally be charged for exercising any of these rights unless your requests are manifestly excessive.

- The right to access information about the personal data BTO is processing and to obtain a copy of it;
- The right to require BTO to change incorrect or incomplete data;
- The right to request that BTO erases or stops processing your data in certain circumstances; and
- The right to object to the processing of your data where BTO is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, or if you have any concerns about how your personal data is being processed, please contact us using the Data Protection Manager [contact details above](#).

If you are still unhappy with the way that BTO has dealt with your personal data then you can contact the Information Commissioner. Contact details are available at www.ico.org.uk/concerns.