

Recruitment Privacy Policy for RSM Channel Islands and its associated entities

1. INTRODUCTION

RSM Channel Islands (“we”, “us”, “our”) are committed to protecting the privacy and security of your personal information.

This Recruitment Privacy Notice explains how we collect, use, store, share and protect your personal data when you apply for a role with us, whether directly or via an employment agency, in accordance with the **Data Protection (Jersey) Law 2018** and, the **Data Protection (Bailiwick of Guernsey) Law 2017**.

If you are successful in your application, our employee data protection policies will apply.

This notice does not form part of any contract of employment and may be updated from time to time.

2. DATA CONTROLLER AND CONTACT DETAILS

RSM Channel Islands Services Limited is the **data controller** for the personal data processed during recruitment.

If you have any questions about this notice or how we handle your personal information, please contact:

Data Protection Contact:

Joel Lucas: Director

Email: joel.lucas@rsmci.com

Telephone: 01534 816 002

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3. DATA PROTECTION PRINCIPLES

We process personal data in accordance with the following principles. Personal data must be:

- used lawfully, fairly and transparently
- collected for specified, explicit and legitimate purposes
- adequate, relevant and limited to what is necessary
- accurate and kept up to date
- kept no longer than necessary
- kept secure against unauthorised or unlawful processing, loss or damage

We are responsible for, and can demonstrate, compliance with these principles.

4. WHAT PERSONAL INFORMATION WE COLLECT

During the recruitment process we may collect, store and use the following categories of personal information:

Ordinary Personal Data

- name, address, telephone number and email address
- CV, application forms, cover letters and interview notes
- education, qualifications, skills and employment history
- references and referee contact details
- right-to-work and immigration information
- copies of identification documents (e.g. passport, driving licence)
- information from online sources
- salary, benefits and notice period details (where relevant)

Special Category Data (where applicable)

We may also process limited **special category data**, including:

- health information (e.g. to make reasonable adjustments)
- diversity and equal opportunities information
- information relating to criminal convictions or offences (where legally permitted)

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5. HOW WE COLLECT YOUR PERSONAL INFORMATION

We collect personal information:

- directly from you during the application process
- from recruitment agencies or professional referrers
- from referees and former employers
- from background check or screening providers
- from publicly available professional sources

6. HOW WE USE YOUR PERSONAL INFORMATION

We will only use your personal data where we have a lawful basis, including:

- to take steps at your request prior to entering an employment contract
- to comply with legal or regulatory obligations
- where necessary for our legitimate business interests (provided your rights do not override those interests)
- where you have provided consent
- to establish, exercise or defend legal claims

Purposes include:

- managing and assessing your application
- deciding whether to offer you employment
- verifying information provided by you
- conducting right-to-work, reference and background checks
- making reasonable adjustments during the recruitment process
- complying with legal, regulatory and governance obligations

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7. FAILURE TO PROVIDE INFORMATION

If you do not provide information requested during the recruitment process, we may be unable to:

- properly assess your application
- comply with our legal obligations
- proceed with your candidacy

8. SPECIAL CATEGORY AND CRIMINAL RECORDS INFORMATION

We will only process special category and criminal records data where permitted by law, including:

- with your explicit consent
- where necessary for employment, social security or legal obligations
- for equal opportunities monitoring
- to assess working capacity or suitability for a role

Criminal records information will only be processed where relevant and permitted.

9. AUTOMATED DECISION-MAKING

We do not make recruitment decisions based solely on automated processing.

Where tools such as aptitude testing or profiling are used, human decision-making is always involved.

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10. DATA SHARING

Your personal data may be shared with:

- internal teams involved in recruitment decisions
- recruitment agencies
- professional advisers
- background check and screening providers
- IT and HR system providers

Where third parties process data on our behalf, we require them to:

- apply appropriate security measures
- process data only on our instructions
- maintain confidentiality

11. INTERNATIONAL TRANSFERS

We do not currently utilise service providers that may be connected to the processing of your application which are based outside the Channel Islands, the UK or the EEA.

12. DATA SECURITY

We have implemented suitable technical and organisational measures to protect your personal information, including:

- restricted access controls
- secure IT systems
- confidentiality obligations for staff and providers

We also have procedures to manage and report data breaches where legally required

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13. DATA RETENTION

We take reasonable measures to destroy applications from unsuccessful candidates within **six months** of receipt. While it may not be possible to delete digital data permanently, we periodically take appropriate steps as part our destruction process to put digital data beyond its effective recovery.

If you are successful, application data will form part of your personnel record and be retained in line with our employee data protection policies.

14. YOUR RIGHTS

You have the right to:

- request access to your personal information
- request correction or completion of inaccurate data
- request erasure of your personal data
- restrict or object to processing
- request data portability (where applicable)
- withdraw consent (where processing is based on consent)

Requests can be made using the contact details above. We may ask for proof of identity.

15. COMPLAINTS

If you are unhappy with how we have handled your personal data, you have the right to lodge a complaint with the **Jersey Office of the Information Commissioner**:

Website: <https://www.jerseyoic.org>

Email: enquiries@jerseyoic.org

16. CHANGES TO THIS NOTICE

We may update this Recruitment Privacy Notice from time to time.
The latest version will always be available on our website or provided during recruitment