



HF Privacy Notice

Horwich Farrelly are a firm of solicitors who deal with legal matters within the insurance and commercial business sectors. This privacy policy explains how we use any personal information we collect about you when you submit an application for a job at Horwich Farrelly.

This privacy notice covers the following topics:

- What information do we collect about you?
- How will we use the information we collect?
- Marketing
- Rights regarding your information
- Data Protection Officer
- Changes to our privacy notice
- How to contact us

What information do we collect about you?

We collect information about you when you submit an online application for a job at Horwich Farrelly. The types of information we collect can include, but are not exclusive to:

- Your name, address, and contact details
- Your employment and education history
- Your right to work within the UK
- Equal opportunities data such as gender, religion, sexuality etc.

By submitting your application you are authorising consent for this data to be processed for the purpose of processing your job application.

How will we use the information we collect?

All information submitted in support of your application will be used for the sole purpose of processing your job application. Only authorised persons will have access to this information, again, for the purpose of processing and reviewing your job application.

Should your application be successful you will be given a conditional offer of employment, subject to pre-employment checks. Horwich Farrelly uses Experian (www.experian.co.uk) to conduct pre-employment checks. It will be necessary for some of your information to be passed on to Experian.

Horwich Farrelly will not share your information with any unauthorised parties, either within or out with the organisation.

Please note we will only retain information submitted as part of your application for a maximum period of 36 months following the submission of your application, provided you select the 'yes' option stating you are happy for us to keep information for this period of time.

If you would like further information regarding your rights in relation to personal data held by Horwich Farrelly, please refer to the Rights Regarding your Information section of this notice.

Marketing

When submitting your application you are given the option to 'opt in' to receiving job alerts and/or allowing us to keep your CV on our database for no longer than 36 months. Should you select either of these options, we will use your information to:

- Send Job alert emails to you that are tailored to your specific role/line of work
- Contact you directly if a role becomes available that you had previously applied for

We will not use your information for any other marketing purposes.



Rights regarding your information

Under data protection legislation you have the right to:

- Request a copy of the information that we hold about you
- Request any information we hold about you is corrected if it is incorrect and/or inaccurate.
- Request that the processing of your information is restricted
- Request that your information is 'erased' from our records

Please be advised that there is no charge for an initial request for a copy of the information we hold about you, however subsequent requests will require a £10.00 administration fee to be paid.

If you wish to exercise your above listed rights, please submit a request to Horwich Farrelly using the contact information detailed in the 'How to contact us' section of this document. We will review each request submitted on a case-by-case basis and you will be advised on the outcome of your request in writing. Horwich Farrelly reserves the right to reject your request if necessary.

Data Protection Officer

In order to align with General Data Protection Regulations we have assigned a specialist Data Protection Officer, within our firm, to deal with Data Protection policies, processes and data subject queries. Information on how to contact our Data Protection Officer can be found in the 'How to contact us' section.

Changes to our privacy notice

We keep our privacy notice under regular review and the most up to date version is available at www.h-f.co.uk. This privacy notice was last updated on 31st January 2023

How to contact us

Should you have any questions regarding our privacy policy or the information we hold about you, you can contact us by:

- Telephone: 03300 240 711
- Email: compliance@h-f.co.uk
- Mail: Risk & Compliance – FAO The Data Protection Officer
Horwich Farrelly Limited
Floor 11
Orange Tower
MediaCityUK
Salford Quays
M50 2HF