



AssuredPartners International Group Candidate Privacy Notice UK

What is the purpose of this document?

The AssuredPartners International Group of companies is made up of AssuredPartners International Limited and all subsidiaries (together “we” “us” “our”) and we are a “controller” in relation to personal data. This means that we are responsible for deciding how we hold and use personal information about you. If you are applying for work with us (whether as an employee, worker or contractor), this policy makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for. It provides you with certain information that must be provided under the UK General Data Protection Regulation (UK GDPR).

*This Notice applies to the AssuredPartners International Group of companies in the UK.**

If you become our employee, your personal information will be processed in accordance with our Employee Privacy Policy.

Data protection principles

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.*
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.*
- Relevant to the purposes we have told you about and limited only to those purposes.*
- Accurate and kept up to date.*
- Kept only as long as necessary for the purposes we have told you about.*
- Kept securely.*

We are happy to make reasonable adjustments that might be needed during the recruitment process, and we will ask if there are any such requirements if you are invited to an interview.



How we will use information about you

We will use the personal information we collect about you to:

- *Assess your skills, qualifications, and suitability for the work.*
- *Carry out background and reference checks, where applicable.*
- *Communicate with you about the recruitment process.*
- *Keep records related to our hiring processes.*
- *Comply with legal or regulatory requirements.*

It is in our legitimate interests to decide whether to appoint you to work since it would be beneficial to our business to appoint someone to that work.

We also need to process your personal information to decide whether to enter into a contract with you.

Having received your CV and covering letter or your application form, we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to invite you for an interview. If we decide to call you for an interview, we will use the information you provide to us at the interview to decide whether to offer you the work. If we decide to offer you the work, we will then take up references and check your qualifications, and depending on the role, we may carry out further checks such as a criminal record check, adverse financial check and a directorship check before confirming your appointment.

If you fail to provide personal information

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully. For example, if we require an adverse financial check or references for this role and you fail to provide us with relevant details, we will not be able to take your application further.

How we use particularly sensitive personal information

Where appropriate we will use your particularly sensitive personal information in the following ways:



- *We use information about disability to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during a test or interview.*
- *We use information about racial or ethnic origin, religious or philosophical beliefs, disability or sexual orientation to ensure meaningful equal opportunity monitoring and reporting.*

Information about criminal convictions

We envisage that we will process information about criminal convictions.

We may collect information about your criminal convictions history if we offer you the work and you accept (conditional on checks and any other conditions, such as references, being satisfactory). We are in some instances required and some instances entitled to carry out a criminal records check in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for the work.

In particular:

- *We are legally required by the Financial Conduct Authority to carry out criminal record checks for those carrying out a Senior Management Function.*
- *Other senior roles and roles in finance requires a high degree of trust and integrity and so we may ask you to seek a basic disclosure of your criminal records history.*
- *We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such data.*

Automated decision-making

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

Data sharing

Why might you share my personal information with third parties?

We will only share your personal information with the following third parties for the purposes of processing your application: background checking services such as Crtn, recruitment agencies or search consultancies, and our group entities. All our third-party service providers and other entities in the group are required to take appropriate



security measures to protect your personal information in line with our policies. 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.

Data security

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Data retention

How long will you use my information for?

We will retain your personal information for a period of up to 12 months after we have communicated to you our decision about whether to appoint you to work, if your application for work has not been successful. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with applicable laws and regulations.

If we would like to retain your personal information on file, on the basis that we might be able to consider you for an opportunity that may arise in future, we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period for that purpose.



Rights of access, rectification, erasure, objection, restriction and data portability

Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- Request access to your personal information (commonly known as making a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.*
- Request rectification of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.*
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).*
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.*
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.*
- Request the transfer of your personal information to another party.*

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact us using the details at the end of this Privacy Notice.

Contacts: questions or complaints

If you have any questions or concerns about this privacy notice or how we handle your personal information, please contact us at recruitment@assuredpartners.co.uk.





You have the right to make a complaint at any time to the Information Commissioner's Office (ICO) who is responsible for data protection issues in the UK and whose contact details are available from the ICO's website: [Make a complaint / ICO](#).

** AssuredPartners International Group of companies in the UK*

UK company list:

COMPANY NAME/NUMBER

*AssuredPartners International Limited
AssuredPartners London Limited
AssuredPartners Regions Ltd
AssuredPartners SRL (UK Branch)
Anchorman Insurance Consultants Limited
Borland Insurance Ltd
Club Insure Limited
CIA Insurance Services Limited
Gibson (Hawick) Limited
GM Insurance Brokers Limited
Harman Kemp Limited
InEvexco Ltd
PSP Insurance & Financial Solutions Limited
Romero Insurance Brokers Limited
Sentient Group Limited*

