

Privacy Statement

What this statement is for

This statement explains who Weightmans and Eploy are and what they do with your personal information you submit as part of the registration and application process.

Who has access to your information

Eploy is the 'data processor' and Weightmans LLP will be the 'data controller' of your information. Weightmans LLP is the organisation you are applying to and Eploy is the Applicant Tracking System (ATS) we use to process your information.

If you have any questions regarding this policy, or if you want to exercise your rights, please contact careers@weightmans.com in the first instance or you can write to the below address:

HR – Careers
Weightmans LLP
100 Old Hall Street
Liverpool
L3 9QJ

Information we collect about you, why we collect it and what we will do with it

Weightmans use Eploy to process your information for the purpose of considering your application.

Eploy will collect the information that you provide when you set up a user account to apply for a particular role, and the information you provide as part of your application (e.g. contact details, qualifications etc.) in order for your application to be processed.

Weightmans LLP are certified to ISO 27001: 2013 and have Cyber Essentials Plus accreditation. As Eploy are a 'third party,' all such recipients of your data are required to take appropriate security measures to protect your personal information. Weightmans does not allow third party service providers to use your personal data for their own purposes but permit them to process your personal data only for specified purposes and in accordance with Weightmans' instructions.

Weightmans will only ever use the information provided with regards to the application you are making unless explicit consent is given by you, e.g. to receive a newsletter or Firm updates once the application process is complete.

When you set up a user account to make an application for a particular role at Weightmans, Eploy will pass on the details you provide to the Weightmans recruitment team, so that they can consider your application internally. The success or failure of your application is determined by Weightmans and not by Eploy.

It is your responsibility to ensure that the information you submit as part of setting up your user account and as part of your application for a role is complete, correct and up to date.

The data processors will store your data for a maximum of 12 months after the date you complete your registration, after this time all information will be deleted from the data processors' systems.

Your rights

The GDPR gives you various rights, including the below. Where we are obliged to provide you with information, you are entitled to receive this free of charge, but Weightmans may charge a reasonable fee for repeated requests or if we can demonstrate that your request for information is manifestly unfounded.

Access to information

You are entitled to request a copy of the information that the data processor and data controller hold about you. To the extent that they hold information that you have provided to us, you are entitled to receive such information in a structured, commonly used and machine-readable format.

Right to correct or complete information held

You are entitled to have the information that the data processors and data controller hold about you corrected or completed.

Right to be "forgotten"

You may, in certain circumstances, request that the information being held about you be deleted. If these circumstances apply, we shall take reasonable steps to notify your erasure request to Eploy. If you would like your information to be deleted, please contact careers@weightmans.com.

Right to be notified of a personal data breach

Where a data breach is likely to result in a high risk to your rights and freedoms, Weightmans will usually be obliged to notify you of such a breach.

Right to withdraw consent

If you have given your consent (explicit or otherwise) to the processing of any of your personal data, you are entitled to withdraw this consent at any time. Note that, if you do withdraw your consent, this will not affect the validity of any processing activities carried on prior to such withdrawal.

Right to complain to Information Commissioner

If you consider that we have breached our obligations under the GDPR in respect of your personal data, under Article 77 GDPR you may complain to the Information Commissioner's Office (ICO).

For access to Weightmans' full Privacy Policy, please contact careers@weightmans.com