****

**Privacy statement**

This privacy statement applies to all personal data provided to the Firm in relation to recruitment. This may include, but is not limited to job candidates who apply speculatively or for an advertised vacancy (paid or work experience) or alternatively apply for one of our recruitment campaigns such as ‘Trainee Recruitment’.

**Confidentiality**

We will deal with you application promptly and confidentially, we will not contact nor ask for the details of your references until we issue a provisional job offer (subject to covenants) at which point we will ask your permission to do so.

Your personal data will be handled and made accessible only to authorised staff and it will be retained in accordance with the applicable law and for no longer than necessary.

By submitting your application for a role with us, you are giving your consent to the collection and processing of your information.

We will take reasonable steps to ensure we only retain your information for as long as is necessary, and in accordance with our data retention schedule and relevant guidance and legislation.