

# Recruitment Privacy Notice

**Last Updated: 16 March 2026**

This Privacy Notice explains how Lords Group companies process personal data relating to job applicants and candidates during recruitment processes.

## Who Processes Your Data

When you apply for a role with a Lords Group company, the relevant trading company recruiting for the position will act as the data controller for your personal data.

Each trading company within the Lords Group is responsible for complying with UK data protection law in relation to the personal data it processes.

If you have any questions about how your personal data is handled, please contact:

 [IR@lordsgrouptrading.co.uk](mailto:IR@lordsgrouptrading.co.uk)

Your enquiry will be directed to the appropriate Lords Group company.

## Personal Data We May Process

As part of the recruitment process, we may collect and process personal data relating to job applicants, including:

- name and contact details (such as email address, telephone number and postal address)
- CVs, employment history and qualifications
- information relating to skills, experience and training
- interview notes and recruitment assessments
- references from previous employers or education providers
- right to work documentation and identification information
- information relating to criminal convictions where legally required for certain roles
- other information you choose to provide as part of your application

In some circumstances we may also collect limited special category data, such as diversity information, where this is provided voluntarily for monitoring purposes.

## How We Collect Personal Data

Personal data may be collected from a variety of sources, including:

- directly from you when you apply for a role
- recruitment agencies or job boards
- referees or previous employers
- educational institutions or professional bodies
- publicly available sources such as professional networking platforms
- government authorities where required to verify right to work in the UK

## How We Use Personal Data

Personal data is processed for the purpose of managing recruitment activities and assessing candidates for employment.

This may include:

- reviewing and assessing applications
- communicating with candidates during the recruitment process
- arranging and conducting interviews
- verifying qualifications, experience and references
- confirming eligibility to work in the United Kingdom
- assessing suitability for employment
- maintaining recruitment records and administering recruitment processes

### **Lawful Bases for Processing**

Depending on the circumstances, personal data relating to recruitment may be processed on the following lawful bases:

#### **Contractual necessity**

Where processing is necessary to take steps prior to entering into an employment contract.

#### **Legal obligations**

Where processing is required to comply with legal obligations, such as verifying the right to work in the United Kingdom.

#### **Legitimate interests**

Where processing is necessary for legitimate business purposes, such as managing recruitment processes and selecting suitable candidates.

Where special category data is processed, this will be done only where permitted under applicable data protection law.

### **Sharing Personal Data**

Personal data relating to job applicants may be shared where necessary with:

- recruitment agencies assisting with the recruitment process
- other companies within the Lords Group where a candidate may be suitable for a role with another group company
- professional advisers such as legal or HR consultants
- government authorities where required for right to work checks or legal compliance

Where appropriate, candidate information may be shared within the Lords Group so that applicants can be considered for suitable roles with other group companies. Where candidate information is shared within the Lords Group for this purpose, it will only be used to assess suitability for relevant employment opportunities.

All third parties and group companies are required to handle personal data securely and in accordance with applicable data protection laws.

### **International Transfers**

Some service providers used to support recruitment activities may process personal data outside the United Kingdom.

Where this occurs, appropriate safeguards are implemented to ensure that personal data remains protected in accordance with UK data protection law.

## **Data Retention**

Personal data relating to recruitment will be retained only for as long as necessary to manage the recruitment process and to meet legal or regulatory obligations.

If your application is unsuccessful, we may retain your personal data for a limited period in order to:

- consider you for future employment opportunities within the Lords Group; and
- maintain recruitment records for administrative and legal purposes.

Where appropriate, candidate information may be shared with other companies within the Lords Group where a candidate may be suitable for another role.

Candidates may request that their information is removed from our recruitment records at any time.

## **Your Rights**

Individuals have rights under UK data protection law including the right to request access to personal data, request correction of inaccurate data and object to certain types of processing.

Further information about these rights is available in the main Lords Group Privacy Notice.

## **Updates to This Notice**

We may update this Recruitment Privacy Notice from time to time to reflect changes in legal requirements or business practices. The latest version will always be available on our website.