

As part of our recruitment process, ArchitecturePLB collects and processes personal data relating to job applicants.

ArchitecturePLB is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

## What information does ArchitecturePLB collect?

ArchitecturePLB collects a range of information about you for recruitment purposes only. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which ArchitecturePLB aims to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK

ArchitecturePLB may collect this information in a variety of ways. For example, data might be contained in covering letters, CVs or portfolios, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

If successful in your application ArchitecturePLB may also collect personal data about you from third parties, such as references supplied by former employers. ArchitecturePLB will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data associated with ArchitecturePLB's recruitment process will be stored in a range of different places, including ArchitecturePLB's HR server and recruitment email.

## Why does ArchitecturePLB process personal data?

ArchitecturePLB needs to process data to assess your suitability for a vacancy. It may also need to process your data if you are successful in your application in order to enter into a contract with you.

In some cases, ArchitecturePLB needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

ArchitecturePLB has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows ArchitecturePLB to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. ArchitecturePLB may also need to process data from job applicants to respond to and defend against legal claims.

ArchitecturePLB may process information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, ArchitecturePLB may keep your personal data on file for 12 months in case there are future employment opportunities for which you may be suited.

ArchitecturePLB will notify you before it keeps your data for this purpose and you are free to withdraw your consent at any time.

## Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes the HR Manager, interviewers involved in the recruitment process, the Directors of ArchitecturePLB and the Finance and IT Manager if access to the data is necessary for the performance of their roles.

ArchitecturePLB will not share the data you submit for your job application with third parties unless your application is successful and it makes you a conditional offer of employment. ArchitecturePLB will then share your data with former employers to obtain references for you. Any information gathered will be transferred to your personnel file and retained during your employment under the terms of our Employee Privacy Notice that is shared with new employees during their induction to ArchitecturePLB.

Your data may be transferred outside the European Economic Area (EEA) as part of our disaster recovery programme whereby encrypted back ups are securely geo-located. Personal data shall not be transferred to a country or territory outside the EEA unless that country or territory ensures an adequate level of protection or the appropriate safeguards are in place for your rights and freedom.

## How does ArchitecturePLB protect data?

ArchitecturePLB takes the security of your data seriously. It has internal controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by relevant employees in the proper performance of their duties.

Job applications received via email are held securely on our email server, and only made available to the appropriate employees to perform their duties, for example HR and the hiring manager(s). If an email is deleted it is held on the server before it is cleared when the system is regularly purged. We also backup the mailbox that received the application securely.

Applications are moved from email to a secure location on the network and a link made available to hiring managers so that applications are not emailed unnecessarily. All data access is strictly controlled using the least access privilege approach.

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### How long does ArchitecturePLB keep data?

If you submit your application for employment and there are no suitable vacancies or it is unsuccessful, ArchitecturePLB will hold your data on file for up to 12 months for consideration for future employment opportunities. At the end of that period, or if you withdraw your consent during these 12 months, your data will be deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new employee privacy notice.

### Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require ArchitecturePLB to change incorrect or incomplete data;
- require ArchitecturePLB to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where ArchitecturePLB is relying on its legitimate interests as the legal ground for processing.
- ask ArchitecturePLB to stop processing data for a period if your data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the HR Manager via [recruitment@architectureplb.com](mailto:recruitment@architectureplb.com)

If you believe that ArchitecturePLB has not complied with your data protection rights, please contact the HR Director who will investigate. If after investigation you feel that your rights are still compromised you can escalate this to the Information Commissioner office (ICO).

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### Data Breaches and reporting

If it becomes apparent that a potential data breach has occurred, ArchitecturePLB will endeavour to report this to the ICO within 72 hours of becoming aware of the data breach. This will be the case if the data breach is likely to result in damage to a person's reputation, financial loss, loss of confidentiality, or major financial or social disadvantage. If the breach is likely to result in a high risk to the rights and freedoms of the data subject ArchitecturePLB will also contact the data subject without undue delay.

Data breaches will be reported to the Information Commissioner Office by calling the dedicated personal data breach helpline on 0303 123 1113.

### What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to ArchitecturePLB during the recruitment process. However, if you do not provide the information, ArchitecturePLB may not be able to process your application properly or at all.

### Automated decision-making

Recruitment processes are not based solely on automated decision-making.



Paul Conway, Director

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### Related Practices and procedures that support this policy

1008\_APLB-XX-XX-RP-A-0018\_P01\_Employee Privacy Policy

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### Review date:

Date	Description	Signed
6.11.20	Rev.A- document replaces 1035_REF_000001	RS
23.06.2021	Annual review, no changes	RS
17.10.2022	Annual review, no changes	RS
18.07.2023	Annual review, no updates other than changes to BS numbering format.	PC
19.06.2024	Annual review, no changes	PC