

Recruitment Privacy Policy



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 also process limited special category personal data when necessary for recruitment, equality monitoring, diversity reporting, legal compliance or reasonable adjustment purposes.

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.

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.

We use cloud-based software and service providers to support our business operations. Personal data may therefore be processed outside the UK from time to time. We will take reasonable steps to ensure this data is adequately protected.

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.

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 not hold onto personal data longer than necessary for the purposes for which it was collected unless a longer retention period is agreed or required by law. At the end of that period, or if you withdraw your consent, 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.
 - withdraw consent where processing is based on consent

If you would like to exercise any of these rights, please contact the HR Manager via 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).

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

Related Practices and procedures that support this policy

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Review date:

Date	Description	Signed
20.07.26	P01: replaces previous document 1008_APLB-XX-XX-RP-A-0017-P01 and includes annual review and wording updates	PC