

Quattro Design Architects Ltd

Job Applicants' Privacy Policy

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Quattro Design Architects Ltd

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Privacy Notice for Job Applicants

We are committed to protecting the privacy and security of your personal data. This Privacy Notice explains how we collect, use, disclose, and safeguard your personal data when you apply for a job with us.

Information We Collect

We may collect and process the following categories of personal data about you:

- Contact Information: Name, address, email address, telephone number.
- Personal Details: Date of birth, gender, nationality.
- Professional Information: CV/resume, cover letter, employment history, qualifications, skills, references, and other information you provide relevant to your application.
- Interview Notes: Any notes taken during interviews or assessments.

How We Use Your Information

We use your personal data for the following purposes:

- Recruitment and Selection: To assess your suitability for employment, including evaluating your qualifications, skills, and experience.
- Communication: To communicate with you throughout the recruitment process, including scheduling interviews and providing feedback.
- Legal and Regulatory Compliance: To comply with legal obligations and regulatory requirements, including diversity and equal opportunities monitoring where applicable.

Legal Basis for Processing

We process your personal data based on one or more of the following legal grounds:

- Contractual Necessity: Processing is necessary for the performance of a contract to which you are a party or in order to take steps at your request prior to entering into a contract.
- Legitimate Interests: Processing is necessary for our legitimate interests in managing our recruitment process effectively, ensuring the suitability of candidates, and maintaining records of our hiring activities.

- Consent: We may seek your consent to process certain types of personal data. You have the right to withdraw this consent at any time.

Data Sharing

We may share your personal data with the following categories of recipients:

- Internal Stakeholders: HR manager, team leaders and interviewers involved in the recruitment process.
- Third-Party Service Providers: Recruitment agencies, background check providers, and IT service providers assisting us in the recruitment process.
- Legal and Regulatory Authorities: Where required by law or in connection with legal proceedings.

Security of Your Personal Data

We implement appropriate technical and organisational measures to protect your personal data against unauthorised access, accidental loss, destruction, or alteration. Access to your personal data is restricted to personnel who need it for legitimate business purposes.

Retention of Your Personal Data

We retain your personal data for as long as necessary to fulfil the purposes for which it was collected, including for the duration of the recruitment process and for a reasonable period thereafter as required by legal obligations or our internal policies. Further details are contained in our Retention and Disposal Schedule.

Your Rights

You have the following rights regarding your personal data:

- Access: Request access to your personal data. Further details on how to do this are available [here](#).
- Rectification: Request correction of inaccurate or incomplete personal data.
- Erasure: Request deletion of your personal data when it is no longer necessary for the purposes for which it was collected.
- Restriction: Request restriction of processing of your personal data in certain circumstances.
- Portability: Request a copy of your personal data in a structured, commonly used, and machine-readable format.
- Objection: Object to processing of your personal data based on legitimate interests or direct marketing.
- Withdrawal of Consent: Where processing is based on consent, withdraw your consent at any time.

Contact Us

If you have any questions about this Privacy Notice or wish to exercise your rights regarding your personal data, please contact us:

- Email: dpo@quattrodesign.co.uk
- Postal Address: Matthews Warehouse, High Orchard Street, Gloucester, GL2 5QY

Changes to This Privacy Notice

We may update this Privacy Notice from time to time to reflect changes in our practices or legal requirements. Updates will be posted on our website with an updated effective date.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us by contacting our Data Protection Officer dpo@quattrodesign.co.uk 01452 424234 or by post to Matthews Warehouse, High Orchard Street, Gloucester, GL2 5QY

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>