

Quattro Design Architects Ltd

Work Experience Students' Privacy Policy

Table of Contents

Information We Collect.....	2
How We Use Your Information	2
Legal Basis for Processing	2
Data Sharing	3
Security of Your Personal Data.....	3
Retention of Your Personal Data	3
Your Rights	3
Contact Us	4
Changes to This Privacy Notice	4
How to complain	4

Quattro Design Architects Ltd

Matthews Warehouse

High Orchard Street

GLOUCESTER

GL2 5QY

Phone: 01452 424234

Email: dpo@quattrodesign.co.uk

Privacy Notice for Work Experience Students

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 undertake work experience with us.

Information We Collect

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

- Personal Identification Information: Name, date of birth, and contact details (email, phone number, home address).
- Academic Information: Details of your education, including school/college name, subjects studied, and grades.
- Work Experience Information: Dates of your placement, team, and supervisor details.
- Emergency Contact Information: Name and contact details of your emergency contact.
- Medical Information: Any relevant medical conditions or allergies (if you have provided this information to us).

How We Use Your Information

We use your personal data for the following purposes:

- Administration: Managing your work experience placement, including scheduling and coordination.
- Health and Safety: Ensuring your safety and well-being while on our premises.
- Legal Compliance: Complying with legal obligations, such as safeguarding requirements.
- Communication: Keeping you informed about your placement and any relevant updates.

Legal Basis for Processing

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

Version 1.0: 18 June 2024

- Consent: When you provide us with specific, informed, and unambiguous consent.
- Legitimate Interests: For the purposes of managing our work experience program and ensuring a safe environment.
- Legal Obligation: To comply with legal requirements, such as health and safety regulations.

Data Sharing

We may share your personal data with:

- Internal Departments: Relevant staff members involved in managing your work experience.
- Third Parties: External service providers who assist us with IT and administrative support, subject to confidentiality agreements.
- Legal Authorities: If required by law or for the purpose of 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 will retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Typically, this will be for the duration of your placement. At the end of your placement most of your personal data will be destroyed.

For students, however we keep a record of your name, contact details and dates of work experience until you reach the age of 25. This helps both us and you, so that if you apply for further work experience through your university studies, we have a record that you have worked with us previously. At that point your personal data is destroyed.

For HM Armed Forces Veterans, we retain this for 5 years and then your data is destroyed.

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>