

# **Information Notice for Applicants to Architype**

## **What this Notice covers**

The Company is committed to protecting the privacy and security of your personal information.

This Privacy Notice describes how we collect and use personal information about you during the recruitment process with us, in accordance with the General Data Protection Regulation (GDPR) and data protection legislation.

It applies to all applicants for positions at the company.

## **Identity of the data controller**

Architype is a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

## **Categories of personal data we process**

We will collect, store, and use the following categories of personal information about you:

- Personal contact details such as name, title, addresses, telephone numbers, personal email addresses;
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process)

## **Sources of personal data**

We collect personal information about you through the application and recruitment process, either directly from you or from an employment agency or background check provider. We may sometimes collect additional information from third parties including former employers and credit reference agencies.

## **Our lawful bases for processing your data**

We will use your personal information in the following circumstances:

- Where we need to perform the contract we may enter into with you.
- Where we need to comply with a legal obligation.
- Where it is necessary for our legitimate interests or those of a third party and your interests and fundamental rights do not override those interests.

## **Our purposes for processing your data**

- Making a decision about your recruitment or appointment

- Determining the terms on which you work for us
- Checking you are legally entitled to work in the UK
- Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal information

### **Who has access to your data**

Your data will be viewed by members of Architype staff only.

### **Security of your data**

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

### **How we decide how long to retain your data**

We will only retain your personal information 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.

We will retain your data for one year from the closing date of the application process.

### **Your rights**

You have the right to:

- **Request access** to, and a copy of, your personal information
- **Request correction** of the personal information that we hold about you
- **Request erasure** of your personal information.
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.

If you believe we have not complied with your rights, you can complain to the Information Commissioner.

### **Automated decision-making**

The Company may make use of electronic automated decision-making systems. We would only do so in the following circumstances:

- where we have notified you of the decision and given you 21 days to request reconsideration.
- where it is necessary to perform the contract with you and appropriate

- measures are in place to safeguard your rights.
- in limited circumstances, with your explicit written consent and where appropriate measures are in place to safeguard your rights.

Employment decisions are not based solely on automated decision-making.