

# SDPSA Data Protection Policy and Privacy Policy

## Job Applicants Data Protection Statement

Stephen Davy Peter Smith Architects take your privacy very seriously. This Employee Data Protection Statement is intended to set out your rights and answer any queries you may have about our use of your personal data. If you need more information, please contact [officecoordinator@davysmitharchitects.co.uk](mailto:officecoordinator@davysmitharchitects.co.uk).

Stephen Davy Peter Smith act as the Controller for your data.

Our Data Protection Policy and Privacy Policy have been developed in line with the requirements of the 1995 European Union Data Protection Directive (Directive 95/46/EC) and the General Data Protection Regulation (in force from 25 May 2018) and applicable national law.

### What information do we collect?

We collect and process personal data about you from your application for employment with us. The personal data we process is provided by you and includes any/all of the following:

- Name
- Address
- Email address
- Telephone number
- Qualifications, education and work experience
- Any other information you include in your CV or application which we feel may be relevant as part of your application

Where data obtained about applicants is to be held for the purpose of equal opportunities monitoring all data must be anonymised.

### How do we use this information and what is the legal basis for this use?

We process data you have supplied on your CV / application or have provided during interview and use it to assess your suitability for employment at Stephen Davy Peter Smith Architects.

The legal basis for the use of this data is:

- In accordance with our legitimate interests in protecting Stephen Davy Peter Smith Ltd's legitimate business interests and legal rights, including but not limited to, use in connection with legal claims, compliance, regulatory and investigative purposes (including disclosure of such information in connection with legal process or litigation).

### Who is data shared with?

Personal information will only be shared with third parties when absolutely necessary to protect our rights, your safety or the safety of others, investigate fraud, respond to government request or to comply with a legal process or regulatory obligation.

Within Stephen Davy Peter Smith Architects your data will be shared with the Office Coordinator / selected members of our Admin Team and Directors/Associates in order for them to complete the recruitment process.

In the event that our business or any part of it is sold or integrated with another business, your details will be disclosed to our advisers and those of any prospective purchaser and will be passed to the new owners of the business.

### **How long will you keep my personal data?**

Your data will be retained for a period of 18 months.

We will retain your data for a short time beyond the specified retention period, to allow for information to be reviewed and any deletion to take place.

### **Where is my data stored?**

Information that you provide to us is stored on our secure server which is maintained by MR Systems. Email communication is stored in cloud-based storage and maintained by Cloud Solutions.

### **What are my rights in relation to my personal data?**

You have the right to ask us via a Subject Access Request not to process your personal data, to update/correct data held by us or to remove your data (Right to be Forgotten). You have the right to ask us to provide a copy of your personal data. Requests should be sent to [officecoordinator@davysmitharchitects.co.uk](mailto:officecoordinator@davysmitharchitects.co.uk).

### **Queries regarding the use of my data**

Should you have any queries about our processing of your personal data or wish to exercise your rights you can contact [officecoordinator@davysmitharchitects.co.uk](mailto:officecoordinator@davysmitharchitects.co.uk). If you are not happy with our response, you can contact the Information Commissioner's Office: <https://ico.org.uk/>