LDĀ DESIGN

CANDIDATE PRIVACY NOTICE

This is the Privacy Notice of LDA Design Consulting Ltd (referred to in this Privacy Statement as "we")

We are committed to protecting your personal data. Please read the following privacy statement to understand how we use and protect your personal data.

Information that we collect and hold about you

The personal data we collect will be the information that you provide and will include your name, address, phone numbers and email address and may also include information about you obtained from the e-mails, letters or other information you provide to us. The information you have provided to us in your CV and covering letter and any additional information you provide to us during our selection process.

In addition to the data we collect from you we may collect the above information from the recruitment agency through which you have applied and any referees you've provided. We may also obtain personal data from publicly available services such as Linked In.

Data protection principles

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.

- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.

- Relevant to the purposes we have told you about and limited only to those purposes.

- Accurate and kept up to date.

- Kept only as long as necessary for the purposes we have told you about.

- Kept securely.

We do not anticipate collecting any special category data but if we do we will process it only with your express consent.

How we will use information about you

We will use the personal information we collect about you to:

- Assess your skills, qualifications, and suitability for the role

- Carry out background and reference checks, where applicable.

- Communicate with you about the recruitment process.

- Keep records related to our hiring processes.

- Comply with legal or regulatory requirements.

The basis for our processing of your personal data to assess your suitability for the position is legitimate interests.

We also need to process your personal information to decide whether to offer you the position and, if you accept, enter into a contract of employment with you.

If you fail to provide personal information

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully.

How we use particularly sensitive personal information

We will use your particularly sensitive personal information in the following ways:

- We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during a test or interview.

Information about criminal convictions

We do not envisage that we will process information about criminal convictions.

Automated decision-making

We do not make recruitment decisions based on automated decision-making.

Data sharing

We do not envisage sharing your personal information with third parties.

Data security

We have in place appropriate security measures to protect your personal data from access by unauthorised persons and against unlawful processing, accidental loss, destruction and damage.

We limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

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.

Data retention

How long will you use my information for?

We will retain your personal information for a period of 6 months after we have communicated to you our decision about whether to appoint you to the role. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with our data retention policy If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will ask for your explicit consent. You are free to withdraw this at any time.

Your rights

You have the right to access information held about you and the right to request that information be deleted or corrected (as appropriate). You have the right to request to restrict or object to processing data. You may also have the right to request that your information is transferred to another organisation. You can exercise these rights at any time by contacting us using the contact details set out below.

Right to withdraw consent

When you applied for this role, you provided consent to us processing your personal information for the purposes of this recruitment exercise. You have the right to withdraw your consent for processing for that purpose at any time. To withdraw your consent, please contact anne.south@lda-design.co.uk

Once we have received notification that you have withdrawn your consent, we will no longer process your application and, subject to our retention policy, we will dispose of your personal data securely.

Further information

If you have any questions about this privacy notice or how we handle your personal information, please contact our Company Secretary. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

I ....(candidate name), acknowledge that on

....(date), I received a copy of LDA Design Consulting Ltd's

Candidate Privacy Notice and that I have read and understood it.

Signature: ....