



Atelier One Privacy Notice – Applicants

1. Why have you been given this privacy notice?

At Atelier One Ltd, we are committed to protecting your privacy and to handling your personal information in a manner that is consistent with applicable privacy laws and regulations. This privacy policy will explain how Atelier One, as a data controller, will collect, process and store your personal data. We will also explain rights you have in relation to how we process your personal data, as required under the UK data protection legislation.

2. What are our obligations to you in relation to how we process your personal data?

We are required by law to ensure that when processing any of your personal data that it is:

- 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 in a form which permits you to be identified for only as long as necessary for the purposes we have told you about.
- Kept securely.

3. What personal data will we collect, use and store about you?

The personally identifiable information that we identify, store and process includes, but not limited to

1. Your cv, portfolio and cover letter
2. Personal information supplied such as your name, address, email address & phone number
3. Any supporting information that you provide
4. Information about your entitlement to work in the UK
5. Employment references provided by third parties, with your consent.

4. How do we collect your personal data?

We will collect this information from a range of sources, which will include your application email, CV, your passport or other identity documents, or other information provided directly by you.

We may also collect personal data about you from third parties, such as references supplied by former employers, we will only seek information from third parties with your consent. If we receive a speculative cv at a time when we are not recruiting, we will delete the cv, if we would like to keep your CV on file for a period in case a relevant role does become available, we will inform you of this via email. Note your CV will not be held on file for longer than is necessary to fulfil the purpose it was collected for, and will be deleted from our system no longer than 24 months after any relevant contact has been made.

5. How will we use your personal data?

Throughout the recruitment process we will need to process your personal data for one or more of the following lawful bases:

- a) Where we need to process data to enter into a contract with you.
- b) Where we need to process your personal data to comply with a legal obligation, for example if your application is successful we will need to check your right to work in the UK before we are

- able to employ you,
- c) Our legitimate reason for processing your personal data is to enable us to gather data so that we can assess which candidate's skills and experience is the best match with our job role requirements and therefore suitable for employment. We also need to process job application information in order to respond to and defend against legal complaints. We will process your personal data for these legitimate reasons provided that your interests and fundamental rights do not override those interests.
 - d) Where we need to protect your interests (or someone else's interests).

6. When will we use your personal data?

During the application and recruitment process and for a necessary period after the recruitment process, we will use your personal information for specific purposes.

Personal data involved – See clause 3.	Purpose	Lawful basis for processing – see clause 5.
1.2.3.5.	Assessing suitability to perform the role during the application process. Including arranging an interview.	<p>Necessary for set up and performance of employment contract. a)</p> <p>Where we need to process your personal data to comply with a legal obligation. b)</p> <p>necessary for the legitimate interests the organisation c)</p>
2.3.5	Checking your right to work in the uk – including any necessary visa application process.	<p>Necessary for set up and performance of employment contract. a)</p> <p>Where we need to process your personal data to comply with a legal obligation. b)</p> <p>necessary for the legitimate interests the organisation. c)</p> <p>Where we need to protect your interests (or someone else's interests). d)</p>

We will not use your data for any purpose other than recruitment purposes where it has been provided.

Where your application or interview is unsuccessful, we will ask for your written consent to keep your personal data on file in case there are future employment opportunities for which you may be suited. You are not obliged to provide consent but if consent is provided you are free to withdraw your consent at any time.

7. What happens if you do not provide us with information?

We will only ask you to provide information which we believe is necessary for the application and recruitment process. You are under no statutory or contractual obligation to provide data during the recruitment process. However, if you do not provide sufficient information, we may not be able to process your application properly or at all.

8. What happens if we need to use your personal data for a new purpose?

We have indicated above a list of circumstances in which we will use your data. We will usually only use your personal data as indicated. However, if we consider that it is necessary and reasonable to use your personal data for an unrelated purpose, we will notify you and explain the legal basis which allows us to do so.

9. Will we share your personal data with third parties?

We will not share your data with third parties, unless your application for employment is successful and you accept our offer of employment.
If that occurs, we will then share your data with: Former employers to obtain references for you, with your consent.

10. Third party service providers and data security

Third party service providers are only permitted to process your personal data in accordance with our specified instructions. They are also required to take appropriate measures to protect your privacy and personal information. We do not allow your information to be used by the third parties for its own purposes and business activities.

11. Will we transfer your personal data outside of the UK?

We will not transfer your data outside the uk.

12. How do we ensure your personal data is secure?

We take your privacy and protection of data very seriously. Consequently, we have put in place appropriate security measures to prevent unauthorised use of your personal data. We will notify you and any applicable regulator of any suspected unauthorised use of your personal data.

13. How long will we keep your personal data?

We will retain your personal data for as long as is necessary to fulfil the purposes for which it was collected for.

If your application for employment is unsuccessful, we will hold your data on file for no more than 24 months after the end of the relevant recruitment process. At the end of that period, or once you withdraw your consent, your data will be deleted or destroyed.

We may retain your personal data for a longer period in the event of a complaint or if we reasonably believe there is a prospect of litigation in respect to our relationship with you.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment and for a necessary period after. You will be issued with our relevant privacy policy relating to your employment data as part of our Staff Handbook.

14. How will we store your data?

Data is held in the United Kingdom using a number of different secure servers protected by firewalls (including email), data will only be accessible by appropriate personnel.

15. Your duty to inform us of any changes

In order that we can ensure that the personal data we hold in relation to you is accurate, it is important that you keep us informed of any changes to that data.

16. What rights do you have in respect of how we use your personal data?

Subject to legal limitations you have the right to:

- **Request access to your data:** You can ask us to provide a copy of the personal data we hold about you.
- **Request corrections to be made to your data:** If you think that your personal data is incomplete, inaccurate you can ask us to correct it.
- **Request erasure of your data:** If you consider there is no lawful basis for us to continue processing your data you can ask for that data to be deleted or removed.
- **Object to the processing of your data:** If our lawful basis for processing your data relates to a legitimate business interest (or third party interest) you can raise an objection to that interest. You can also object to us using your information for direct marketing purposes.
- **Request that processing restrictions be put in place:** If you believe that your information is being processed without a lawful reason or that the information is incorrect you can request that a freeze/restricting is placed on the processing of the information until your concerns are addressed.
- **Request a transfer of your personal data:** You can ask us to transfer your personal data to a third party.

If you wish to exercise any of the above rights please contact accounts@atelierone.com.

17. Will I have to pay a fee?

You will not be expected to pay a fee to obtain your personal data unless we consider that your request for access to data is unfounded or excessive. In these circumstances we may charge you a reasonable fee or refuse to comply with your request. We may also charge a reasonable fee where we have supplied a copy of your personal data and you then request another copy of the same information.

18. Before we comply with your request

Whenever you make a request for access to personal data, to ensure that we are releasing personal data to the correct person we may ask questions to confirm your identity.

19. Right to withdraw your consent

In any circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent please contact accounts@atelierone.com. Once we receive your notice of withdrawal we will cease processing your data unless we have any other lawful basis on which to continue processing that data.

20. Who is responsible for ensuring that rights and obligations under this privacy notice are met?

We have appointed a Data Protection Contact (DPC) to ensure that your personal information is handled in accordance with this privacy notice, the data protection laws and any changes that might be made to those laws. If you have any concerns or complaint relating to how we process your personal data you are entitled to contact the Information Commissioner's Office. This office oversees all UK data protection issues.

21. Important information about this privacy notice

This notice does not form part of any contract of employment or any other contract to provide services. We reserve the right to amend or update this privacy notice at any time. We will provide you with a new notice when we make any substantive updates.

22. How to contact us or make a complaint

If you have any concerns about our use of your personal information, you can make a complaint to us at accounts@atelierone.com, by phoning 0207 323 3350 or writing to us at 7-9 Woodbridge Street, London, EC1R 0LL. Marking for the attention of The Data Controller.

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>
We keep our privacy policy under regular review and we will place any updates on this web page.

This privacy policy was last updated on 14th March 2024.