



David Kohn Architects
Applicant Privacy Policy
25th May 2018

This Privacy Policy explains how David Kohn Architects (“we”, “us”, or “our”) processes (collects, uses, analyses, stores, changes, accesses, transfers and/or deletes) Personal Data as defined under the General Data Protection Regulation (GDPR).

We are committed to processing your personal data in a transparent, responsible, secure and fair manner.

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1. Application

1.1 This Privacy Policy applies to all data processed about potential employees and those applying for employment with us, whether or not the application is made in response to a specific advertisement or speculatively on the part of the applicant.

2. Data Controller

2.1 The Data Controller is David Kohn Architects Ltd, Bedford House, 125-133 Camden High Street, London NW1 7JR and can be contacted at gdpr@davidkohn.co.uk.

3. Data Administrator

3.1 The role of Data Administrator is not defined or required by GDPR. However, recognising our duties as Data Controllers, we have chosen to appoint a Data Administrator whose role it is to have an overview of our GDPR compliance as well as manage, update and disseminate our GDPR policies and documentation to maintain compliance.

3.2 Shaun Snow has been appointed as our Data Administrator and he can be contacted at gdpr@davidkohn.co.uk.

4. Legal Basis for Processing

4.1 We process this data in order to facilitate entering into a contract of employment with you.

5. Personal Data

5.1 Whilst you may provide other personal data to us in support of your application, the data we will process includes:

- Name;
- Employment history (CV, covering letter and portfolio);
- Home address;
- Telephone number(s);
- Email address(es); and
- Qualifications;

6. Purpose of Processing

6.1 We process this data in order to facilitate entering into a contract of employment with you, or to consider or confirm your eligibility for employment with us, which includes:

- Verifying your eligibility to work in the UK, which is a legal requirement; and
- To be able to communicate with you about the progress of your application.

6.2 We will make sure that information remains protected and secure at all times.

7. Protecting Your Data

7.1 Your data is stored safely and is only accessible by those who need it to fulfill their day to day duties. We are committed to ensuring that your information is secure, and access is controlled. In order to prevent unauthorised use, access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we process. These include ensuring:

- All media on which the data is stored is physically secure;
- All digital media on which the data is stored is encrypted;
- That data is not transmitted in an insecure manner;
- That any third party data transmittal services used are secure and GDPR compliant;
- The process for removing data renders it unreadable; and
- That your data is only accessible to our employees who need it to fulfill their day to day duties.

8. Transfer to Third Parties

8.1 We do not routinely pass on your details to third parties.

8.2 We may pass on your personal data to other employees in order to help us consider your application for employment with us.

9. Retention

9.1 We will retain your data for six months to allow us to review and consider your application in response to our planned workload and vacancies. At that point, your information, both physical and digital, will be confidentially destroyed.

10. Rights

10.1 We respect all rights afforded to you as a Data Subject under the GDPR legislation.

10.2 At any time, you can ask us to:

- Correct any information we record about you which you believe to be incorrect;
- Provide you with a copy of some or all the information we record about you;
- Ask that we do not provide data to third parties; and
- Delete all or some of the data we record.

10.3 We may limit your access if it would disclose personal information about another person, or where it would disclose commercially sensitive information.

10.4 To obtain access to, correct your information, request a deletion or make a complaint, please contact us in writing using the contact details above. We will acknowledge any correspondence received in writing within 30 days. If you are also dissatisfied with our response you can contact the Information Commissioner's Office.

10.5 If we do not believe it to be reasonable to act on any request, we will advise you in writing.

11. Supervisory Authority

11.1 If you are a resident of the European Economic Area (EEA) and believe we maintain your Personal Data subject to the General Data Protection Regulation (GDPR), you may direct questions or complaints to our lead supervisory authority, which is the Information Commissioner's Office, <http://ico.org.uk>.