

# Recruitment Privacy Notice

## Introduction

If you apply for a role with Architecture & Design Scotland (A&DS), you will be required to supply us with personal information about yourself.

A&DS will be the Controller of your personal information and will comply with Data Protection Laws when handling and using your personal information.

A&DS has an appointed Data Protection Officer (DPO) who ensures that A&DS complies with data protection laws. If you have any questions about this Privacy Notice or how A&DS holds or uses your personal information, please contact: [info@ads.org.uk](mailto:info@ads.org.uk)

What personal information will A&DS collect about you?

- Name;
- Address;
- Contact details including email address and telephone number;
- Details of your current level of remuneration, including benefit entitlements;
- Whether or not you have a disability for which A&DS (for reasonable adjustments);
- Entitlement to work in UK documentation;
- Equalities monitoring information;
- Personal information for third parties eg references from previous employers;

## Where will the information be held and why?

The information will be held electronically on a secure cloud application. A&DS will use your personal information to assess your application and it will help make decisions on whether you are invited for interview.

## Who will have access to my information?

Your information will be shared with members of our HR Team within Corporate Services and the Interview Panel (members of staff within A&DS).

A&DS will not share your personal information with any third parties unless a job offer is made and then an approach to former employers will be made for a job reference.

## What is the Legal Basis for handing and using your personal information?

Data Protection Laws require A&DS to have a legal reason for handing and using your personal information. On the basis that recruitment reasons for collecting and using personal information are:

- To comply with our legal obligations eg your eligibility to work in the UK
- And to protect the legitimate interests of A&DS eg assess and confirm your suitability for the job

## How long will your hold the information?

A&DS will retain unsuccessful applicant information for a period of 6 months after the end of the recruitment process – following the expiry date, all data will be destroyed securely.

A&DS will retain successful applicants' information for the duration of employment and for a period of 6 years thereafter – following the expiry date, all data will be destroyed securely.

## What will happen if I do not provide the personal information that A&DS handles and uses about you?

A&DS will be unable to progress your application and/or invite you to attend an interview.

## Equal Opportunity Monitoring

You will be asked to complete an equal opportunity monitoring form. You are under no obligation to do this and your application will not be affected should you choose not to complete this form.

## Your Rights

You have the right to ask A&DS for the following:

- Receive transparent information eg access to a Privacy Notice
- Access your personal information that A&DS holds via the Data Protection officer
- Erase personal information – you can request that A&DS erases your personal data that is held
- Request personal data is restricted eg if a requirement for rectification is in process
- You can object to A&DS handling of your personal information in a defined circumstance

## Making a complaint

If you are unhappy or have concerns about how A&DS handle and/or use your personal information, please contact the Data Protection Officer in the first instance.

Data Protection Officer  
Architecture & Design Scotland  
9 Bakehouse Close  
146 Canongate  
Edinburgh EH8 8DD  
0131 556 6699  
[info@ads.org.uk](mailto:info@ads.org.uk)

Or you can submit a complaint to the Information Commissioners' Office (ICO)  
0303 123 2000  
<https://ico.org.uk/concerns>