

PRIVACY NOTICE FOR JOB APPLICANTS**A note re. personal data and data protection.**

When you apply to us to be employed (or to work for us under a contract for services) your personal data will be provided to us by you (or a third party such as a former employer), or it could be created by us. During the recruitment process we may collect and use the following types of personal data about you:

- Recruitment information such as your application form and CV, references, qualifications and membership of any professional bodies and details of any pre-employment assessments;
- Your contact details and date of birth;
- Your gender;
- Your marital status and family details;
- Details of your driving record and passport;
- Your identification documents including passport and driving licence and information in relation to your immigration status and right to work for us.

We shall collect, hold and process this information as set out below and we shall plan to retain it during the recruitment process. In the event that you are not offered employment with us, we shall intend to retain the personal information we have collected about you, including any interview notes or records, for a period of twelve months, to protect your and our legitimate interests (of running our business profitably) after which we shall delete the personal data we hold about you.

In association with your application the Data Controller, MBH Design Studio Limited, will process your personal data and special category personal data in accordance with the requirements of and as permitted by the Data Protection Act 2018 as necessary for the performance of any contract of employment (or for services), to comply with legal obligations e.g. payroll administration requirements and the employer's duties of care; or in pursuit of the Company's legitimate interests including the running of this business efficiently and profitably.

MBH Design Studio Limited has in place measures to protect the security of your personal data and will only hold such data for as long as necessary for the purposes for which it was collected.

At any time you have a right to access your personal data held by us by lodging a subject access request.

More information and detail on these topics, are set out within the Company's *Personal Data Security and Records Retention Policy*, a copy of which is available upon request to our Data Protection Manager.

You have the right to complain to the Information Commissioner. You can do this by contacting the Information Commissioner's Office directly. Full contact details including a helpline number can be found on the Information Commissioner's Office website (www.ico.org.uk).

I wish to apply for employment with or to work for MBH Design Studio Limited and, in association with my application, hereby give my consent for my personal data to be collected and processed by MBH Design Studio Limited as described above.

Signed: Date:

Please print name: