



GA&A Design Ltd, Spectrum House, 2b Suttons Lane, Hornchurch, Essex, RM12 6RJ, Company registration number 06912910. GAA Design is also the trading name of GA&A Design Ltd

GAA Design are committed to protecting and respecting your privacy. This Privacy Notice (together with any other documents referred to herein) sets out the basis on which the personal data collected from you, or that you provide to Us, will be processed by Us in connection with Our recruitment processes. Please read the following carefully to understand Our views and practices regarding your personal data and how We will treat it.

For the purpose of the General Data Protection Regulation (“GDPR”) the Data Controller is Gurdip Kaur Bhavra

Where you apply for a job opening posted by Us, these Privacy Notice provisions will apply to Our processing of your personal information in addition to Our other Privacy Notice which has been provided to you separately or is available on Our Website.

Your Personal Information Information We collect from You

We collect and process some or all of the following types of information from you:

- Your name, address, phone number, email address and any other relevant contact information
- Information that you provide when you apply for a role. This includes information provided through an online job site, via email, in person at interviews and/or by any other method. This would include your previous experience and employment history
- In particular, we process personal details such as name, email address, address, date of birth qualifications, experience, information relating to your employment history, skills and experience that you provide to Us.
- If you contact Us, we may keep a record of that correspondence.
- Details of all actions that you carry out through the use of the Services.
- Equal opportunities monitoring information including information about your ethnic origin, sexual orientation, health and religion or beliefs.
- Whether you may or may not have a disability so that adjustments can be made to assist you in the recruitment process
- Any information on your current salary including any benefits



GAA Design can collect this information in several ways. The information may be sent via recruiters, directly via email from yourself, at interviews or application forms and from your identity documents (e.g. passports or driving licence)

Information We Collect From Other Sources

GAA Design may also collect data from reference agencies and any referees that you have included in your applications or CV. GAA Design will inform you that they will be contacting your referees prior to doing so.

Uses Made Of Your Information

Lawful basis for processing

We rely on legitimate interest as the lawful basis on which We collect and use your personal data. Our legitimate interests are the recruitment of staff for Our business.

Purposes of processing

We use information held about you in the following ways:

- To consider your application in respect of a role for which you have applied.
- To consider your application in respect of other roles.
- To communicate with you in respect of the recruitment process.
- To enhance any information that we receive from you with information obtained from third party data providers.
- To find appropriate candidates to fill Our job openings.

How We Store Your Personal Data

Security

We take appropriate measures to ensure that all personal data is kept secure including security measures to prevent personal data from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal data to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.



We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where We are legally required to do so.

Unfortunately, the transmission of information via the internet is not completely secure. Although We will do Our best to protect your personal data, we cannot guarantee the security of your data transmitted through any online means, therefore any transmission remains at your own risk.

Where We store your personal data

Where we store your personal data in our own systems, it is stored on our servers with limited access to relevant employees only. This would include email as well.

How long we keep your personal data

We will hold all the data for 12 months.

Your personal information will be deleted on one of the following occurrences:

- receipt of a written request by you to us.

Your rights

Under the [General Data Protection Regulation](#) you have a number of important rights free of charge. In summary, those include rights to:

- access to your personal data and to certain other supplementary information that this Privacy Notice is already designed to address
- require Us to correct any mistakes in your information which We hold
- require the erasure of personal data concerning you in certain situations
- receive the personal data concerning you which you have provided to Us, in a structured, commonly used and machine-readable format and have the right to transmit those data to a third party in certain situations
- object at any time to processing of personal data concerning you for direct marketing
- object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affect you



- object in certain other situations to our continued processing of your personal data
- otherwise restrict our processing of your personal data in certain circumstances
- claim compensation for damages caused by our breach of any data protection laws.

For further information on each of those rights, including the circumstances in which they apply, see the [Guidance from the UK Information Commissioner's Office \(ICO\) on individuals rights under the General Data Protection Regulation](#).

If you would like to exercise any of those rights, please:

- contact us using our Contact details below
- let Us have enough information to identify you,
- let Us have proof of your identity and address, and
- let Us know the information to which your request relates.

Data breaches and reporting

If a breach becomes apparent, GAA Design will endeavour to let the Information Commissioner Officer (ICO) in 72 hours of becoming aware of any such breach. If the breach may cause likely financial or social disadvantages, then GAA Design will contact the data subject without undue delay.

How to complain

We hope that We can resolve any query or concern you raise about Our use of your information.

The [General Data Protection Regulation](#) also gives you right to lodge a complaint with a supervisory authority, in particular in the European Union (or European Economic Area) state where you work, normally live or where any alleged infringement of data protection laws occurred. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns/> or telephone: 0303 123 1113.

Contact

All questions, comments and requests regarding this Privacy Notice should be addressed to gurdip@gaadesign.co.uk