

PRIVACY NOTICE - CANDIDATES AND WORK EXPERIENCE STUDENTS



WHAT IS THE PURPOSE OF THIS DOCUMENT?

LSI Architects (Design) Limited is a "controller" in relation to personal data. This means that we are responsible for deciding how we hold and use personal information about you. You are being sent a copy of this privacy notice because you are applying for work with us (whether as an employee, worker or contractor), or you are completing work experience with us. It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise and/or facilitating your work experience, and how long it will usually be retained for. It provides you with certain information that must be provided under the UK General Data Protection Regulation (UK GDPR).

DATA PROTECTION PRINCIPLES

We will comply with data protection law and principles, which means that your data will be:

- 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 only as long as necessary for the purposes we have told you about.
- Kept securely.

WHO IS YOUR PERSONAL INFORMATION COLLECTED FROM?

We collect personal information from you, the candidate or work experience student (or, if you are undertaking work experience with us, your school or college).

THE KIND OF INFORMATION WE HOLD ABOUT YOU

In connection with your application for work with us and/or completion of work experience with us, we will collect, store, and use the following categories of personal information about you:

The information you have provided to us in your curriculum vitae, covering letter and portfolio.

In respect of candidates, any information you provide to us during the interview process.

In respect of work experience students, any information you provide to us during discussions with you and/or your school or college.

NORWICH

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LONDON

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HOW WE WILL USE INFORMATION ABOUT YOU

We will use the personal information we collect about you to:

In respect of candidates:

- Assess your skills, qualifications, and suitability for the role.
- Communicate with you about the recruitment process.
- Keep records related to our hiring processes.

It is in our legitimate interests to decide whether to appoint you since it would be beneficial to our business to appoint someone to that role. We also need to process your personal information to decide whether to enter into a contract of employment with you.

In respect of work experience students:

- Facilitate your work experience and communicate with you and/or your school or college in relation to such work experience.
- Comply with legal or regulatory requirements.

IF YOU FAIL TO PROVIDE PERSONAL INFORMATION

In respect of candidates, if you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully. For example, if we require a credit check or references for this role and you fail to provide us with relevant details, we will not be able to take your application further.

HOW WE USE PARTICULARLY SENSITIVE PERSONAL INFORMATION

In respect of candidates, where appropriate we may use your particularly sensitive personal information in the following ways:

- We may use information about disability to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during an interview.
- We may use information about racial or ethnic origin, religious or philosophical beliefs, disability or sexual orientation to ensure meaningful equal opportunity monitoring and reporting.

INFORMATION ABOUT CRIMINAL CONVICTIONS

In respect of candidates, we may collect information about your criminal convictions history if we would like to offer you the role. We are entitled to carry out a criminal records check in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for the role. In particular, we may require you to complete a Baseline Personnel Security Standard (BPSS) Form or a simple or enhanced check from the Disclosure and Barring Service (DBS Check), as applicable.

We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such data.

AUTOMATED DECISION-MAKING

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

DATA SHARING

Why might you share my personal information with third parties?

In respect of candidates, we may share your personal information with the Disclosure and Barring Service and/or the Baseline Personnel Security Standard (BPSS), if required for the role that you are applying for. When engaging with third parties, such third parties will be required to take appropriate security measures to protect personal information in line with our policies. We do not allow our third-party service providers to use candidate personal data for their own purposes. We may only permit them to process personal data for specified purposes and in accordance with our instructions.

DATA SECURITY

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

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

DATA RETENTION

How long will you use my information for?

In respect of candidates, we will retain your personal information for a period of 6 months after we have communicated to you our decision about whether to appoint you to the specific role in question. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way.

In respect of work experience students, we will retain your personal information for no longer than is reasonably necessary, as permitted under relevant data protection law.

After this period, we will securely destroy your personal information in accordance with applicable laws and regulations.

RIGHTS OF ACCESS, RECTIFICATION, ERASURE, OBJECTION, RESTRICTION AND DATA PORTABILITY

Under certain circumstances, by law you have the right to:

- Request access to your personal information (commonly known as making a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- Request rectification of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact our data protection officer (DPO) whose contact details are as follows:

Email: ben.goode@lsiarchitects.co.uk

Postal address: The Old Drill Hall, 23A Cattle Market St, Norwich NR1 3DY

QUESTIONS OR COMPLAINTS

If you have any questions or concerns about this privacy notice or how we handle your personal information, please contact our data protection officer (DPO) who has been appointed to oversee compliance with this privacy notice and whose contact details are set out above. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO) who is responsible for data protection issues in the UK and whose contact details are available from the ICO's website (<https://ico.org.uk/>)

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