



GDPR Privacy Notice: Recruitment Candidates

Article 13 Notice

ARGANS is committed to protecting the rights of its data subjects, in accordance with the General Data Protection Regulation (GDPR), effective from the 25th May 2018, and the Data Protection Act 1998.

This notice will inform you:

- Who we are
- The information that we hold about you and why
- How long we will keep this information for
- How we keep your information secure
- Your rights

Who we are

ARGANS Limited is the data controller, which means we decide how your personal data is processed and for what purpose.

ARGANS is a small company based in Plymouth, UK that specialises in satellite-based Earth Observation, remote sensing applications and services and geographical information systems.

Data Controller:	ARGANS Ltd, Plymouth Science Park, 1 Davy Road, Plymouth, PL6 8BX 01752 764298 admin@argans.co.uk		
Information Collected:	Purpose:	Legal Basis (for holding the information):	Legitimate Interest:
Name	Recruitment & selection process	Legitimate Interest	To contact potential employees during the recruitment process
Personal Address			
Personal Email			
Personal Phone Number(s)			To assess the candidates suitability for the role
Qualifications/ Memberships			
Previous Employer Information			
Recipients:	ARGANS personnel; <ul style="list-style-type: none"> • Administration team 		

	<ul style="list-style-type: none"> • Project Management team • Board of Directors <p>External Data Processors;</p> <ul style="list-style-type: none"> • IT support providers
Storage:	<p>This information is stored;</p> <ol style="list-style-type: none"> 1. In hard copy - in a locked fire proof cabinet, which is located in a locked office. Key access to this data is restricted to authorised personnel only. 2. Electronically - on the ARGANS server, located in Plymouth, UK. Back-up data is stored in the USA; this processing meets the requirements of Article 45, subsection 1 of the GDPR. Electronic access to this data is restricted by user groups, which include only staff authorised on the basis of processing need.
International Data Transfers	<p>This information is accessible within the EU member states, however access is restricted to authorised personnel only.</p> <p>Transfers outside the EU comply with the requirements of Article 45, subsection 1 of the GDPR. Information is not transferred to any country that cannot provide 'an adequate level of data protection' as determined by the European Commission.</p>
Retention Period:	<p>This information will be held, in line with recommended guidelines, for 12 months after completion of the recruitment activity.</p> <p>Thereafter any and all information will be destroyed/deleted.</p>
<p>ARGANS does not employ any automated decision making/logic systems in the processing or analysis of this data.</p>	

Data Subject's rights

Unless subject to an exemption, Data Subjects have the following rights:

- The right to access their personal information
- The right to request amendments/rectification of their personal data
- The right to request their personal data to be erased, where it is no longer necessary for the information to be retained
- The right to request a restriction of the processing of their data
- The right to obtain a copy of their personal data (the right to data portability)
- The right to object to the processing of their data
- The right to object to the use of automated decision making, including profiling
- The right to claim compensation for damages caused by an infringement of the Regulation

Data Subject access requests must be submitted to the Data Controller, in writing.