

## CANDIDATE PRIVACY NOTICE

In this notice, “we”, “us” and “our” means Patent Boutique LLP.

We are registered in England and Wales and our registered address is at 10A Printing House Yard, Hackney Road, London, E2 7PR and our company registration number is OC399129.

### About this privacy notice

For the purposes of data protection law, we are a data controller in respect of your personal data. We are responsible for ensuring that we use your personal data in compliance with data protection law.

This privacy notice applies if you are a candidate for employment by our organisation. The privacy notice sets out the basis on which any personal data about you will be processed by us. Please take the time to read and understand this privacy notice.

### Personal data that we collect about you:

We will collect and process the following personal data about you:

- **Information that you provide to us.** This includes information about you that you give to us by filling in forms or by communicating with us, whether face-to-face, by phone, e-mail or otherwise through the recruitment process. This information may include:
  - your full name, date of birth, nationality, education and qualification details, home address and home telephone number, mobile telephone number, bank account details for the payment of reasonable travel expenses; and
  - unspent UK criminal convictions (or overseas equivalents).
- **Information we obtain from other sources:**
  - personal data obtained via the internet, such as from social media;
  - personal data obtained in references, such as from previous employers, academic supervisors or otherwise.

### Uses of your personal data

Your personal data may be stored and processed by us in the following ways and for the following purposes:

- to meet our legal obligations as your potential employer;
- to pay reasonable travel expenses;
- to assess your suitability for employment with us.

We are entitled to use your personal data in these ways because:

- we have legal and regulatory obligations that we have to discharge;
- we may need to in order to establish, exercise or defend our legal rights or for the purpose of legal proceedings; or
- the use of your personal data as described may be necessary for our legitimate business interests, such as:
  - allowing us to effectively and efficiently administer and manage the operation of our business;
  - ensuring a consistent approach to recruitment;
  - maintaining compliance with internal policies and procedures.
- you have manifestly made public certain personal data.

### **Disclosure of your information to third parties**

We may share your personal data to third parties for the following purposes:

- to third party agents and contractors for the purposes of providing services to us, including IT and communications providers, law firms, accountants and auditors. These third parties will be subject to confidentiality requirements and they will only use your personal data as described in this privacy notice; and
- to the extent required by law, for example if we are under a duty to disclose your personal data in order to comply with any legal obligation, establish, exercise or defend our legal rights.

### **Transfers of personal data outside the European Economic Area**

The personal data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area (“EEA”). It may also be processed by individuals operating outside of the EEA who work for one of our suppliers.

Where we transfer your personal data outside the EEA, we will ensure that it is protected in a manner that is consistent with how your personal data will be protected by us in the EEA. This can be done in a number of ways, for instance:

- the country that we send the data to might be approved by the European Commission as offering a sufficient level of protection;
- the recipient might have signed up to a contract based on “model contractual clauses” approved by the European Commission, obliging them to protect your personal data; or
- where the recipient is located in the US, it might be a certified member of the EU-US Privacy Shield scheme.

In other circumstances the law may permit us to otherwise transfer your personal data outside the EEA. In all cases, however, we will ensure that any transfer of your personal data is compliant with data protection law.

You can obtain more details about the protection given to your personal data when it is transferred outside the EEA (including a copy of the standard data protection clauses which we have entered into with recipients of your personal data) by contacting us in accordance with the “Contacting us” section below.

### **Retention of personal data**

How long we hold your personal data for will vary. The retention period will be determined by the following criteria:

- the purpose for which we are using your personal data – we will need to keep the data for as long as is necessary for that purpose; and
- legal obligations – laws or regulation may set a minimum period for which we have to keep your personal data.

### **Your rights**

You have a number of legal rights in relation to the personal data that we hold about you. These rights include:

- the right to obtain information regarding the processing of your personal data and access to the personal data which we hold about you;
- the right to withdraw your consent to our processing of your personal data at any time. Please note, however, that we may still be entitled to process your personal data if we have another legitimate reason (other than consent) for doing so;
- in some circumstances, the right to receive some personal data in a structured, commonly used and machine-readable format and/or request that we transmit those data to a third party where this is technically feasible. Please note that this right only applies to personal data which you have provided to us;
- the right to request that we rectify your personal data if it is inaccurate or incomplete;
- the right to request that we erase your personal data in certain circumstances. Please note that there may be circumstances where you ask us to erase your personal data but we are legally entitled to retain it.
- the right to object to, and the right to request that we restrict, our processing of your personal data in certain circumstances. Again, there may be circumstances where you object to, or ask us to restrict, our processing of your personal data but we are legally entitled to continue processing your personal data and / or to refuse that request; and
- the right to lodge a complaint with the data protection regulator (details of which are provided below) if you think that any of your rights have been infringed by us.

You can exercise your rights by contacting us using the details set out in the “Contacting us” section below.

## **Contacting us**

If you would like further information on the collection, use, disclosure, transfer or processing of your personal data or the exercise of any of the rights listed above, please address questions, comments and requests to Richard Leoni.

You can find out more information about your rights by contacting the Information Commissioner's Office, or by searching their website at [ico.org.uk](http://ico.org.uk).