

# QA Recruitment Privacy Notice

Quantum Advisory appreciates how important your privacy is and as such we are committed to respecting and protecting the information that is entrusted to us, should you apply for an opportunity within our business.

This Privacy Notice applies to any potential job applicant whose details may have been submitted either directly to Quantum (e.g. via our website or Open Days) or through a recruitment agency.

Quantum Actuarial LLP (trading as Quantum Advisory) is the Data Controller for your 'personal data' (information that can identify you).

Quantum will process your personal data in accordance with this Privacy Notice, unless such processing would conflict with the requirements of any applicable legislation when this would prevail.

Any opportunities you choose to pursue within Quantum will be strictly confidential between you and the Firm.

## What information do we collect about you?

As part of the recruitment process we would typically collect the following information:

- basic details about you, such as name, contact details and information to verify your identity;
- your current and past employment details and educational history;
- details about yourself that you provide, typically on a CV or during an interview, for example your skills and experience, volunteering and personal interests;
- achievements, qualifications and relevant test results;
- details about you that we may obtain from third parties, for example personality profiling, background checks, reference details.

## How does Quantum collect and use this information?

This information is either obtained directly from you (for example, your CV forwarded speculatively, completed forms, interviews and completed relevant tests), or it may be provided by third parties (for example, recruitment agencies, prior employers for references, personality profiling and background check providers and educational institutions).

Your personal details are used for the following purposes:

- To consider any application made by you in respect of an advertised vacancy within Quantum.
- Matching your details to opportunities within the business where you have agreed to us contacting you for this purpose.

## What third parties have access to your personal data?

We will only share your personal data with other organisations when we have a business need to do so and we have arrangements in place with the organisation to keep your personal data secure.

## How long do we keep your personal data?

Where you submit your details, for example through applying for an advertised vacancy, directly submitting your CV or our Open Day, and where you have the relevant skills, qualifications and/or experience to apply for a future vacancy, Quantum may wish to retain your details for the following periods.

- Open days – up to 18 months from the event
- Speculative CV's – up to 18 months from submission
- Information in respect of applications for advertised vacancies – up to 18 months from the vacancy being filled

We will always advise you when we wish to retain your data, and should you inform us that you do not want us to retain your data we will remove it within 48 hours of your request.

If you are successful in the employment process all or some of the personal information, you provide to Quantum, may be retained as part of your HR record.

## What are your rights regarding your personal data?

Should you believe that any personal data we hold on you is incorrect or incomplete, you have the ability to request to see this information, rectify it or have it deleted. Please contact us through the HR department and we will correct any inaccuracies or email [recruitment@quantumadvisory.co.uk](mailto:recruitment@quantumadvisory.co.uk) for details on how you can request a copy of your information.

In the event that you wish to complain about how we have handled your personal data, please contact our Compliance Manager who will look into your complaint and work with you to resolve the matter.

If you still feel that your personal data has not been handled appropriately according to the law, you can contact the Information Commissioners Office ([www.ico.gov.uk](http://www.ico.gov.uk)).

## How do we keep your personal data secure?

Your personal data is processed in Quantum's Head office located in the UK.

We have security arrangements in place to guard against unauthorised access, improper use, alteration, destruction or accidental loss of your personal information.

We take appropriate organisational and technical security measures and have rules and procedures in place to ensure that the personal information we hold on our computer systems is only accessed by authorised personnel.

## Privacy Notice review and queries?

We keep our privacy notices under regular review and will reflect any updates within this notice. This privacy notice was last updated on 28 March 2018.

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to the HR Manager via email at [recruitment@quantumadvisory.co.uk](mailto:recruitment@quantumadvisory.co.uk).