

# Privacy Notice

## 1.0 Scope

1.1 All data subjects whose personal data is collected, in line with the requirements of the GDPR.

## 2.0 Responsibilities

2.1 The Data Protection Officer is responsible for ensuring that this notice is made available to data subjects prior to Hydrock Group Limited collecting/processing their personal data.

2.2 All Employees/Staff of Hydrock Group Limited who interact with data subjects are responsible for ensuring that this notice is drawn to the data subject's attention and their consent to the processing of their data is secured.

## 3.0 Privacy notice

3.1 Who are we?

Hydrock is a multi-disciplinary engineering consultancy. Our Data Protection Officer and data protection representatives can be contacted directly here: (dataprotection@hydrock.com) (+44(0) 1454 619533)

The personal data we collect will be used for the following purposes:

- > (as a potential employer) To assess and progress your application for a job vacancy and comply with legal requirements.
- > (as an employer) To act reasonably as your employer.
- > (as an employer) To provide employee services during and after your career
- > To inform you of services Hydrock provides.

Our legal basis for processing for the personal data:

- > Contract
- > Legal obligation
- > Legitimate interests

Any legitimate interests pursued by us, or third parties we use, are as follows:

- > Direct marketing
- > Relevant and appropriate relationship
- > Reasonable expectation

3.2 Consent

By consenting to this privacy notice you are giving us permission to process your personal data specifically for the purposes identified. You may withdraw consent at any time by contacting the Data Protection officer at the address below.

3.3 Disclosure

Hydrock Group Limited will not pass on your personal data to third parties.

3.4 Retention period Hydrock Group Limited will process personal data according to the company's data policies and will store the personal data according to the data retention schedule.

3.5 Your rights as a data subject

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- > Right of access – you have the right to request a copy of the information that we hold about you.
- > Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.

- > Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- > Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
- > Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- > Right to object – you have the right to object to certain types of processing such as direct marketing.
- > Right to object to automated processing, including profiling – you also have the right to be subject to the legal effects of automated processing or profiling.
- > Right to judicial review: in the event that Hydrock Group Limited refuses your request under rights of access, we will provide you with a reason as to why. You have the right to complain as outlined in clause 3.6 below. All of the above requests will be forwarded on should there be a third party involved (as stated in 3.1 above) in the processing of your personal data.

### 3.6 Complaints

In the event that you wish to make a complaint about how your personal data is being processed by Hydrock Group Limited (or third parties as described in 3.1 above), or how your complaint has been handled, you have the right to lodge a complaint directly with the supervisory authority and Hydrock Group Limited's data protection representatives (Data Protection Officer).

The details for each of these contacts are:

	<b>Supervisory authority contact details</b>	<b>Data Protection Officer (DPO) contact details</b>
<b>Contact Name:</b>	Information Commissioner	Data Protection Office
<b>Address</b>	Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF	Hydrock Over Court Barns Over Lane Bristol BS32 4DF
<b>Email:</b>		<a href="mailto:dataprotection@hydrock.com">dataprotection@hydrock.com</a>
<b>Telephone:</b>	01454 619 533	