PRIVACY NOTICE
2018

This notice explains how Gustafson Porter + Bowman will use any personal information you provide us with. We will always treat your personal information in a way that is fair and worthy of trust and will always be transparent about how we process this information. We will take all reasonable steps to protect your information from misuse and to keep it secure.

WHAT INFORMATION WE COLLECT ABOUT YOU
If you sign up to our mailing list for our quarterly newsletter, the email address you provide is the only information we will collect about you. We will ask you to verify your email address and for your consent for us to use it for the specified purpose(s).

If you submitted a job application, whether for an advertised position or have sent a speculative application, we collect all the information you have provided us with. By submitting your personal information, you are consenting to the practice holding and using it in accordance to this Privacy Notice.

Gustafson Porter + Bowman does not collect any information regarding IP addresses from visitors to its website.

WHERE WE WILL STORE THE INFORMATION WE PROCESS ABOUT YOU
Emails addresses collected by individuals signing up to our mailing list are stored on a secure cloud-based platform.

Information you have provided for recruitment purposes is stored in a dedicated recruitment inbox for a maximum of 6 months. If your application fulfills the requirements for the role, it will be transferred to our secure server. Considered applications will be stored by the practice for 6 months, after which they will be permanently deleted. In the event of your application resulting in a job offer which you accept, your information will be transferred to an employee staff file.

HOW WE WILL USE THE INFORMATION WE PROCESS ABOUT YOU
By submitting your email address to join Gustafson Porter + Bowman’s mailing list, we will use this email address to send you the latest updates only.

We will only use your personal information in order to facilitate recruitment for the role you have applied for, or a role which may be suitable for your experience and skills. We will use your CV, cover letter and portfolio (if applicable) to decide if your application will be shortlisted. We will use your
email address and/or telephone number (if you have provided this) to contact you if you have been selected for interview.

ACCESS TO YOUR INFORMATION AND CORRECTION
You may ask the practice to correct any inaccurate personal information it holds on you, to delete information, or otherwise restrict our processing, or to object to processing.

You also have the right to know what personal information Gustafson Porter + Bowman holds, uses or shares on you and to ask for copies this information at any time under a Subject Access Request. Requests will be fulfilled within 30 days. However, the practice may refuse this request if legally permitted to do so and will explain the reason(s) why.

SHARING YOUR INFORMATION
Information you submit to Gustafson Porter & Bowman’s mailing list will not be shared with any third parties.

In submitting your information for recruitment purposes, we will not use it for marketing purposes and it will not be shared with any third parties.

CHANGES TO OUR PRIVACY NOTICE
The practice keeps its policies under regular review and will ensure that any updates to this Privacy Notice are published without undue delay. This Privacy Notice was last updated on 20 April 2018.

KEEPING YOUR INFORMATION SAFE AND SECURE
Gustafson Porter + Bowman is committed to protecting the privacy of all personal information. As well as training all employees on their responsibilities to uphold the requirements of the Data Protection Act 1998 and General Data Protection Regulations, effective May 2018, it proactively reviews, updates and implements new security features on an ongoing basis. The practice holds a Cyber Essentials certification which demonstrates that we have adopted and implement the technical controls necessary to protect against cyber-attacks, and to keep the information we hold safe and secure.

HOW TO CONTACT US
Please contact us if you have any questions about our Privacy Notice or information we hold about you.

• by email: FAO The Practice Manager enquiries@gp-b.com
• or write to us: FAO The Practice Manager, Gustafson Porter + Bowman, 1 Cobham Mews, Agar Grove, London, NW1 9SB