

MHB PRIVACY NOTICE FOR CLIENTS, SUPPLIERS AND JOB APPLICANTS

As part of its operational procedures relating to its daily business, MHB Consultants collects and processes personal data relating to amongst others clients, suppliers and potential employees (who have responded to a specific job advert only). MHB Consultants is committed to being transparent about how it collects and uses that personal data and to meeting its General Data Protection Regulation (GDPR) obligations. The table below summarises the relevant information in relation to each.

	Client	Supplier	Job Applicant
What data is collected?	MHB Consultants may collect a range of information about you. This includes your name, address, contact details, including email address, telephone number and bank details (if appropriate).MHB Consultants may collect this information in a variety of ways. For example, personal data might be obtained from the information you provide in order to engage MHB Consultants or the method you choose to settle its invoices, or from external sources. Personal data will be stored in a range of different places, including on MHB Consultants’ records of your project, on documents such as letters, drawings, project reports, and on other IT systems (including email).	MHB Consultants may collect a range of information about you. This includes your name, address, contact details, including email address, telephone number bank details (if appropriate) and insurance details (if appropriate). MHB Consultants may collect this information in a variety of ways. For example, data might be obtained from the information you provide in order for MHB Consultants to engage you by purchasing goods from you or by way of invoices you submit for services rendered and/or goods supplied to MHB Consultants. Personal data will be stored in a range of different places, including MHB Consultants’ approved supplier database, purchase orders, records of your invoices and on other IT systems (including email).	MHB Consultants may collect a range of information including name, address, contact details, including email address and telephone number, details of your qualifications, skills, experience and employment history, information about your current level of remuneration, including benefit entitlements, whether or not you have a disability for which MHB Consultants needs to make reasonable adjustments during the recruitment process, and information about your entitlement to work in the UK. MHB Consultants may collect this information in a variety of ways. For example, personal data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents provided, or collected through interviews or other forms of assessment. MHB Consultants may also collect personal data about you from third parties including but not limited to references supplied by former employers, information from employment background check providers and information from criminal records checks. MHB Consultants will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so. Personal data will be stored in a range of different places and formats including on your application record, in HR management systems and on other IT systems (including email).
Why do we process personal data?	MHB Consultants may need to process your personal data during proposal development and internal audit checks on financial standing etc. prior to entering into a contract with you. It will also need to process your personal data when entering into a contract with you, for the duration of our providing contracted services to you and thereafter for the contracted period of liability. MHB Consultants has a legitimate interest in processing personal data, both during the period that your project is active and for keeping records of that project during its contracted period of liability. Processing your personal data allows MHB Consultants to manage and deliver the contracted services.	MHB Consultants needs to process your personal data during assessment of your proposal and internal audit checks in order to include you as an approved supplier of services and/or goods. It will also need to process your data in order to enter into a contract with you for the supply of your services and/or goods. MHB Consultants has a legitimate interest in processing personal data, both during the period you are supplying your services and/or goods to MHB Consultants and thereafter during yours and MHB Consultants’ contracted periods of liability (whichever is the longer) associated with those services and/or goods. Processing your data allows MHB Consultants to manage the supply of your services and/or goods.	MHB Consultants needs to process personal data in order to consider your application for employment and prior to entering into a contract with you. It may also need to process your personal data to enter into a contract with you. In some cases, MHB Consultants needs to process personal data to ensure that it is complying with its legal obligations e.g. eligibility to work in the UK. MHB Consultants has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing personal data from job applicants allows MHB Consultants to manage the recruitment process, assess and confirm a candidate's suitability for employment. MHB Consultants may also need to process and retain personal data from job applicants to respond to and defend against legal claims. MHB Consultants may process

			special categories of personal data such as information about ethnic origin, sexual orientation or religion or belief in order to monitor recruitment statistics. It may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. MHB Consultants processes such information to carry out its obligations and exercise specific rights in relation to employment. For some roles, MHB Consultants is obliged to seek information about criminal convictions and offences. Where MHB Consultants seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.
Who has access to this data?	Your information may be shared internally for the purposes of carrying out the project works. This includes members of the MHB Consultants technical team, administrative staff and IT staff so far as access to your personal data is necessary for the performance of their roles. MHB Consultants will not share your personal data with third parties, unless your project works necessitate this. MHB Consultants may then share your personal data with, for example, architects, other consultants, local authorities and other bodies with a relevant interest for the progression of your project. It is our intention, wherever possible, to use and store your personal data in the UK and to avoid transferring it outside of the European Economic Area (EEA). Personal data shall not be transferred to a country or territory outside the EEA unless an Agreement or other mechanism approved by the European Commission or the Information Commissioners' Office has been put in place.	Your information may be shared internally for the purposes of managing the various projects for which you may have provided services or for the recording of any goods you may have supplied and for the purposes of making payments for those services and/or goods provided. This includes members of the MHB Consultants technical team, administrative staff and IT staff so far as access to the data is necessary for the performance of their roles. MHB Consultants will not share your personal data with third parties, unless our project works related to any services you provide to us necessitate this. MHB Consultants will then share your data with, for example, our insurance brokers. It is our intention, wherever possible, to use and store your personal data in the UK and to avoid transferring it outside of the European Economic Area (EEA). Personal data shall not be transferred to a country or territory outside the EEA unless an Agreement or other mechanism approved by the European Commission or the Information Commissioners' Office has been put in place.	Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the personal data is necessary for the performance of their roles. MHB Consultants will not share your personal data with third parties unless your application for employment is successful and we make you an offer of employment. MHB Consultants may then share your personal data with former employers and others to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks. It is our intention, wherever possible, to use and store your personal data in the UK and to avoid transferring it outside of the European Economic Area (EEA). Personal data shall not be transferred to a country or territory outside the EEA unless an Agreement or other mechanism approved by the European Commission or the Information Commissioners' Office has been put in place.
How do we protect your data?	MHB Consultants takes the security of your personal data seriously. It has internal policies and controls in place to ensure that your personal data is not lost, accidentally destroyed, misused or disclosed, and is not accessed, except by our employees in the proper performance of their duties.		
How long do we keep data?	MHB Consultants will only keep your personal data for as long as we need to in order to fulfil the purposes for which it was collected, for as long as we are required to keep it by law or regulatory requirements, and as set out in this privacy notice during our contracted period of liability.	If your application for employment is unsuccessful, MHB Consultants may hold your personal data on file for up to one year after the end of the relevant recruitment process. If you further agree to allow MHB Consultants to keep your personal data on file, we may hold your personal data on file for up to a further five years for consideration for future employment opportunities. At the end of that period your personal data is	

		deleted or destroyed. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your personal data will be held will be provided to you in an Employee privacy notice.
Automated decision-making	Automated decision-making does not form any part of the processes that MHB Consultants employ.	
Your rights in connection with personal information	<p>Under certain circumstances, by law you have the right to:</p> <ul style="list-style-type: none"> • Request access to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it. • Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected. • Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. • You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below). • Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes. • Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it. <p>Ordinarily, you will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances. If you believe that MHB Consultants has not complied with your data protection rights, you can complain to the Information Commissioner.</p>	
What if you do not provide personal data?	You are under no statutory or contractual obligation to provide personal data to MHB Consultants during the period of your project works. However, if you do not provide the information, MHB Consultants may not be able to carry out your project works properly or at all.	<p>You are under no statutory or contractual obligation to provide personal data to the organisation during the recruitment process. However, if you do not provide the information, the organisation may not be able to properly engage you as a supplier.</p> <p>You are under no statutory or contractual obligation to provide personal data to the organisation during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application.</p>
If you have any queries contact the Data Controller, MHB Consultants, 52 St Enoch Square, Glasgow, G1 4AA		