

Particle6 Recruitment Privacy Notice
Last updated: 30 April 2026

1. Introduction

Particle6 ("we," "us") is the data controller for the personal information you provide during our recruitment process. This notice explains how we collect, use, and protect your data when you apply for a role with us. Our goal is to be as transparent as possible about how we find our future teammates.

2. Information we collect

We process the following information to assess your suitability for employment:

- **Contact details:** name, email, and telephone number.
- **Professional history:** your CV, cover letter, and any portfolio or creative samples.
- **Selection data:** notes from interviews and results of any manual creative tasks.
- **Right to Work:** information regarding your legal entitlement to work in the UK.

Providing your CV and contact details is required to consider your application. If you choose not to provide this information, we will not be able to process your application.

3. How we process your data

- **Manual review:** Every application is reviewed manually by a member of our hiring team.
- **Security:** Your data is stored securely within our internal environment and is only accessible to those involved in the hiring decision. We use technical and organisational measures, including access controls, to protect your information.
- **Service providers:** We do not sell your data. We use the following providers to facilitate the recruitment process:
 - **Google Workspace** (Gmail, Drive) — for receiving and storing your application.

These providers process your data on our instructions only and do not use it for their own purposes.

4. International transfers

Some of our service providers (such as Google) process data in the United States. These transfers are protected by the UK International Data Transfer Addendum to the EU Standard Contractual Clauses, or the UK Extension to the EU–US Data Privacy Framework, as applicable.

5. Lawful basis for processing

Under the UK GDPR, we rely on the following legal bases:

- **Legitimate Interests (Article 6(1)(f)):** to manage an efficient recruitment process, identify the best candidate for the role, defend against potential legal claims, and consider you for relevant future opportunities.
- **Legal Obligation (Article 6(1)(c)):** to comply with UK employment and immigration laws (for example, verifying Right to Work status).
- **Contractual Necessity (Article 6(1)(b)):** to take steps at your request prior to entering into an employment contract.

6. Data retention

We retain recruitment records for 12 months from the date the role is filled. This allows us to provide feedback if requested and to consider you for future opportunities that may suit your skills. After this period, your data is securely deleted. You can request that we delete your data at any time before this window closes.

7. Your rights

You have specific rights regarding your personal data:

- **Access and correction:** you can request a copy of your data or ask us to fix inaccuracies.
- **Erasure and objection:** you can ask us to delete your data, or object to our processing it on the basis of legitimate interests.
- **Restriction:** you can ask us to temporarily limit the processing of your data.
- **Complaints:** you have the right to lodge a complaint with the Information Commissioner's Office (ICO) if you are unhappy with how we handle your data. You can contact the ICO at ico.org.uk or on 0303 123 1113.

To exercise any of these rights, please contact us at hr@particle6.com. We aim to respond to all rights requests within one month.

8. Reasonable adjustments

If you require any adjustments to the application process — for example because of a disability or health condition — please contact us at hr@particle6.com.