

## Fair Processing Notice for Candidates

At Antimatter Games, we respect your personal data. This Fair Processing Notice explains how we will use your personal data when you submit a role application with to us.

### Our contact details

Antimatter Games  
The Old Falmouth Art School  
Arwenack Avenue  
Falmouth  
Cornwall  
TR11 3JJ

hello@antimattergames.com

### What personal data do we collect about you? How will we use that personal data?

- We use your name, address, contact details and work history to assess your application. We are processing your personal data on the basis of your consent.
- If you wish to make an application with us or wish to be added to our Talentpool, you will be directed to Workable which will collect and store your data in the cloud.
- We ask if you have the right to work in the UK without sponsorship.
- We may request information about you from your referees and will use this to assess your job application. We are processing your application on the basis of your consent; therefore, if you would prefer not to provide this information, we will not be able to assess your application.

### What is our legal basis for processing your personal data? How long do we hold your personal data?

We need a legal basis in order to process your personal data.

- We will process your job application with your consent.
- We have a legal obligation to check your right to work in the UK.
- If we need to take references, we'll do this with your consent.

### Do we have a statutory or contractual requirement to process your personal data?

There is no statutory or contractual requirement for us to process the personal data in your CV.

### Do we use any automated decision making?

We do not use any automated decision making.

### Who do we share your personal data with?

If you apply on our website, you will be directed to Workable.com

If we have no current vacancies and you email us via anti-matter-games-limited@jobs.workablemail.com, your details will be added to the Talentpool in Workable.

Even if you choose to post your CV to us, your details will be stored with Workable.

### Do we transfer your personal data outside of the EU or EEA?

We use GDocs which are based in the USA. However adequate safeguards are in place as these organisations are certified to the EU-US Privacy Shield Framework.

### How long do we keep your personal data for?

- Candidate who are successful – personal data will form part of your Employment Record
- Candidates who are unsuccessful – personal data will be retained for 6 months in case of any Employment Tribunal Claims, after which the data will be destroyed.
- If you are on our Talentpool we will retain your personal data for 12 months.

### Your rights

You have rights in respect of our processing of your personal data which are:

- To access to your personal data and information about our processing of it. You also have the right to request a copy of your personal data (but we will need to remove information about other people).
- To rectify incorrect personal data that we are processing.
- To request that we erase your personal data if:
  - we no longer need it;
  - if we are processing your personal data by consent and you withdraw that consent;
  - if we no longer have a legitimate ground to process your personal data; or
  - we are processing your personal data unlawfully
- To object to our processing if it is by legitimate interest.
- To restrict our processing if it was by legitimate interest.
- To request that your personal data be transferred from us to another company if we were processing your data under a contract or with your consent and the processing is carried out automated means.

If you want to exercise any of these rights, please contact us.

You also have the right to lodge a complaint about our processing the UK's [Information Commissioner's Office](#)