

## **Job Applicant Privacy Notice**

**Data Controller** – Ashley Rowland  
Office Manager  
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**Data Protection Officer** – David Pitcher  
Principal and CEO  
0203 675 75 75

As part of any recruitment process, the organisation collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

### **What Information does the organisation collect?**

The organisation collects a range of information about you. This includes –

- Your name, address & contact details including email address and telephone number
- Details of your qualifications, skills, experience and employment history.
- Information of your current remuneration including any benefit entitlements you receive.
- Whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process.
- Information about your entitlement to work in the UK
- Equal opportunities monitoring information including information about your ethnic origin, sexual orientation, health, religion or belief.

The organisation collects this information in a variety of ways. For example data might be contained in an application form, CVs or resume, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment (including online tests)

The organisation will collect personal data about you from third parties, such as references supplied by former employers, information from employment background checks and information from criminal record checks including the Disclosure and Barring Service. The organisation 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.

Data will be stored in a range of different places, including on your application record, in the HR Management systems and other IT systems (including email)

### **Why does the organisation process personal data?**

The organisation needs to process data to take steps at your request prior to entering into a contract with you.

In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations, for example; it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The organisation has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the organisation to manage the recruitment process, assess and confirm the suitability for employment and decide when an offer of employment is made. The organisation may also need to process data from job applicants to respond to and defend legal claims.

The organisation processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

The organisation processes other special categories of data such as information about ethnic origin, sexual orientation, religion or belief, this is for equal opportunities monitoring.

The organisation is obliged to seek information about criminal convictions and offences where the organisation seeks the information it does because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, the organisation will keep your personal data on file in case there are future employment opportunities for which you may be suited. The organisation will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

### **Who has access to your data?**

Your information will be shared internally for the purpose of the recruitment exercise. This includes members of the HR Team, Interviewers who are involved in the recruitment process, managers in the business area that has a vacancy and IT staff if access to the data is necessary for their role.

The organisation will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The organisation will then share your data with former employers to obtain reference checks and the Disclosure and Barring Service to obtain necessary criminal record checks.

The organisation will not transfer your data outside of the European Economic Area.

### **How does the organisation protect data?**

The organisation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed and is not accessed except by our employees in the proper performance of their duties. All systems where data is stored are password protected and files are locked down to only allow authorised employees depending on their job roles the access.

### **For how long does the organisation keep data?**

If your application is unsuccessful, the organisation will hold your data on file for 6 months after the end of the recruitment process. If you agree to allow the organisation to keep your personal data on file, the organisation will hold your data on file for another 6 months for consideration of future employment opportunities. At the end of that period or once you withdraw your consent; your 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 period for which your data will be held will be provided to you in a new privacy notice.

### **Your Rights**

As a data subject you have a number of rights. You can;

- Access and obtain a copy of your data on request
- Require the organisation to change incorrect or incomplete data
- Require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purpose of processing.

- Object to the processing of your data where the organisation is relying on legitimate interests as the legal ground for purpose of processing.
- Ask the organisation to stop processing data for a period of time if the data is incorrect or if there is a dispute about whether or not your interests override the organisations legitimate interest grounds for processing data.

If you would like to exercise any of these rights, please contact –

Ashley Rowland  
[Ashley.rowland@creativeindustries.ac.uk](mailto:Ashley.rowland@creativeindustries.ac.uk)  
0203 675 75 75

If you believe the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

### **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process, however if you do not provide the information needed the organisation may not be able to process your application properly or at all.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide these details.

### **Automated Decision Making**

Recruitment processes are not based on automated decision making.