

## RECRUITMENT PRIVACY NOTICE

As part of any recruitment process Nottingham Playhouse Trust Ltd (“Nottingham Playhouse”) and its wholly owned subsidiary companies (Nottingham Playhouse Productions Ltd and Nottingham Playhouse Trading Ltd), collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meet our data protection obligations.

### What data is collected?

Nottingham Playhouse collects a range of information about you through the recruitment process. This includes, but is not limited to:

- Your name, postal address and contact details such as telephone numbers (landline and/or mobile) and email address(es)
- Details of your education, qualifications, skills, experience and work history
- Information about your current level of remuneration, including benefit entitlements
- Whether or not you have a disability for which Nottingham Playhouse needs to make reasonable adjustments during the recruitment process
- Information about your ethnic origin, sexual orientation, age, gender, whether or not you have a disability, caring responsibilities and socio-economic background for equal opportunity monitoring purposes
- Information about any criminal convictions you have under the Rehabilitation of Offenders Act 1974
- Information about your entitlement to work in the UK

### How is the data collected?

Nottingham Playhouse collects personal information about job applicants through the application and recruitment process:

either

Directly from applicants through, for example, application forms, identity documentation provided by the applicant or during the interview.

or

Occasionally, with the applicants’ permission, we may obtain additional information through third parties such as previous employers, credit reference agencies or other background check agencies. We may also (where relevant and required by law) obtain information relating to criminal convictions through the Disclosure and Barring Service. Please note, Nottingham Playhouse will seek information from third party providers only after an offer of employment has been made.

## **Why is the data collected?**

Nottingham Playhouse needs to process data prior to and in order to enter into a contract with you. In some cases we need to process data to ensure that we are complying with our legal obligations, for example, verifying an applicant's eligibility to work in the UK or, where the post involves working with children and/or vulnerable adults, verifying through the Disclosure and Barring Service that the applicant has no convictions relevant to working with children and/or vulnerable adults.

Nottingham Playhouse 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 us to manage the recruitment process, assess and confirm an applicant's suitability for employment and to decide which applicant to offer the job to. We may also need to process data from job applicants to respond to and to defend against legal claims, such as discrimination claims.

Nottingham Playhouse may process special categories of data, such as information about ethnic origin, age, sexual orientation or socio-economic background, to monitor recruitment statistics. We also collect information about whether or not applicants are disabled to make reasonable adjustments for applicants who have a disability. Nottingham Playhouse processes such information to carry out its obligations and exercise specific rights in relation to employment.

## **How is the data used?**

Nottingham Playhouse will only use your personal information we collect about you to:

- Assess your skills, qualifications, and suitability for the role you are applying for
- Carry out background and reference checks, where applicable
- Communicate with you about the recruitment process
- Keep records related to our recruitment processes
- Comply with legal or regulatory requirements
- Making a decision about your recruitment or appointment
- Determining the terms on which you work for us
- Checking you are legally entitled to work in the UK

Nottingham Playhouse will not use your data for any purpose other than the recruitment process for which you have applied.

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

Your information may be shared internally only for the purposes of the recruitment exercise. This includes members of the Administration Department who process recruitment applications, the shortlisting/ interviewing panel and the relevant members of the department that has the vacancy.

Nottingham Playhouse will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with referees 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, as applicable.

## **How is the data stored?**

Nottingham Playhouse stores recruitment data securely using suitable physical, (locked HR filing cabinet) and/or electronic (password protected secure recruitment folders on the network) storage.

Nottingham Playhouse has policies and procedures in place to protect your data that we hold, including procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

If your application is successful and you are appointed to the post, data collected as part of the recruitment process will be kept on your personnel file (electronic and paper).

If your application is unsuccessful, your data will be kept securely for one year after the completion of the recruitment exercise, then destroyed.

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

You are under no statutory or contractual obligation to provide data to Nottingham Playhouse during the recruitment process. However, if you do not provide the information necessary to consider your application, we may not be able to process it properly which may mean we are not able to take your application further.

## **Your right to request access to your data.**

Under data protection legislation, you have the right to

- access and obtain a copy of personal information we hold about you
- require that we change any incorrect or incomplete data we hold about you
- require that we delete or stop processing your data
- object to processing of your data that is likely to cause, or is causing, damage or distress
- object to the processing of your data where Nottingham Playhouse is relying on its legitimate interest as the legal grounds for processing

If you wish to contact Nottingham Playhouse about your rights under data protection legislation in regard to recruitment processes, in the first instance please email, [recruitment@nottinghamplayhouse.co.uk](mailto:recruitment@nottinghamplayhouse.co.uk)

If you believe that Nottingham Playhouse has not complied with your data protection rights you may make a complaint to the Information Commissioner's Office at [www.ico.org.uk/concerns/](http://www.ico.org.uk/concerns/)

Updated April 2022