

## Recruitment Privacy Policy

When you choose to apply for a role with any New Vic we need to process personal information about you. This privacy notice helps you to understand how we use your personal information, who we share it with and the rights that you have. For more information on your rights and how to exercise them, head straight to the Your Rights section later in this document.

This New Vic consists of Stoke on Trent & North Staffordshire Theatre Trust Ltd and it's subsidiary New Vic Theatre Projects Ltd.

The New Vic is a Data Controller for the purposes of the Data Protection Act 2018 and the General Data Protection Regulations. This means we are responsible for deciding how and why your personal information is used. We're also responsible for making sure it is kept safe, secure and handled legally. Personal information will only be collected and or processed in accordance with the Act and Regulations. We operate to the highest standards when protecting your personal information and respecting your privacy. Except as required by law your personal data will not be provided to any third party without your prior written consent.

### Personal Data

Your personal data will be held by the New Vic. This will include information you provide within your application and any additional information you provide as part of the recruitment process. This information may given by:

- Your application form or cv and covering letter
- Your equal opportunities monitoring form
- The content of any correspondence such as emails, letters and telephone conversations
- Any notes taken within interviews
- Any documentation that you produce/complete as part of the interview process (e.g tests, presentations, work samples)
- Documentation about your entitlement to work in the UK or DBS check

This information we collect will normally include:

- your name, employment history and academic qualifications, and any other information that you have provided to us in your application form, cv and covering letter;
- the information you have provided on our application form, if relevant, including title, address, telephone number, personal email address, date of birth, gender;
- any information you provide to us during an interview;
- the information provided on documents for identity checks which may include date of birth, nationality, previous convictions

We also ask you to provide some more sensitive information about you.

- Details of medical or health conditions, including whether or not you have a disability for which the New Vic needs to make reasonable adjustments in the recruitment process or if you are successful in your application;
- Information about your ethnic origin, sexual orientation and religion or beliefs to enable us to monitor against our equal opportunities obligations;
- Information about Criminal Convictions (if applicable) in line with our rehabilitation of offenders policy.

We need to process data to contact in order to enter into a contract with the successful candidate and to undertake the appropriate checks to work in the UK or DBS check. We have a legitimate interest in processing your personal data during the recruitment process to asses and select suitable candidates for the role. It also allows us to manage the process and maintain suitable records. We may also need to process data from job applicants to respond to and defend against legal claims.

## **How we handle your data**

While processing your application we may contact you by post, email, telephone or text message using the contact details you have provided to us.

In the event of your application being successful (resulting in an offer of employment or associate and you accepting that offer) your personal information will be held on our systems for the duration of your employment or agreement, you will be given a separate privacy statement for this.

Your information may be shared internally solely for recruitment purposes with New Vic staff directly involved within the process; including the Administration department, shortlisting panel and the Executive (this list is not exhaustive). We will not share your data with any other third party unless specified and unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers or other individuals to obtain references for you, and possibly conduct a Disclosure & Barring Service (DBS) check if it is relevant to the role. We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from these referee only you have agreed that we can approach the referee. This is usually after an offer has been made.

All applications are reviewed and manually shortlisted by appropriate members of New Vic staff directly involved in the process. We do not use automated decision making during the recruitment process. Applications will be shared using our secure email system and cloud based applications with any hard copies of applications will be stored securely for the duration of the process. At the end of the process any relevant documentation obtained will be compiled and stored secretly within the Administration Department in a secure place in an electronic and or hard copy format. Any duplicate documents will be destroyed immediately. Data will be retained electronically and/or in a hard copy format for a period of 6 months. After 6 months this information will be deleted or destroyed.

## **Your rights as an applicant**

You have a number of rights. You can:

- access and obtain a copy of your data as part of the recruitment process on request;
- ask us to change incorrect or incomplete data;
- ask us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- withdraw your consent to processing your data where New Vic is relying on its legitimate interests as the legal ground for processing.

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

- You are under no statutory or contractual obligation to provide data to the New Vic during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

## **How to contact us.**

If you have any questions, or would like to take advantage of any of your rights, please contact the Data Protection Office via [data@newvictheatre.org.uk](mailto:data@newvictheatre.org.uk).

If you are unhappy with the way in which the New Vic has handled your personal information and, having already been in contact with us, feel we did not resolve your issue to your satisfaction, you can contact the Information Commissioner's Office (The UK's Data Protection Regulator) via [www.ico.org.uk](http://www.ico.org.uk).