

Privacy Notice – Job Applicants

The Royal Central School of Speech and Drama is committed to protecting and respecting your privacy.

This policy explains when and why we collect personal information about job applicants, how we use it, the conditions under which we may disclose it to others, and how we keep it secure.

If you have any questions regarding this policy please email the Head of Human Resources [hr@cssd.ac.uk] or by post to The Royal Central School of Speech and Drama, 62-64 Eton Avenue, London NW3 3HY.

You can also contact the School’s Data Protection Officer, for example if you have any general questions about Central’s privacy practices, by email, or by writing to them at The Royal Central School of Speech and Drama, 62-64 Eton Avenue, London NW3 3HY.

Who we are

The Royal Central School of Speech and Drama (or Central) is a small and specialist higher education institution that stands at the forefront of training and research in the theatre and performance arts. On our website you can find out more about the School, including its range of undergraduate and postgraduate programmes. Company and exempt charity information about Central can also be found there.

How we collect your data

We collect data about you from when you apply for a job with us via your application form, monitoring form and interview documentation during a selection process. Further information will be collected directly from you when you complete forms at the start of your employment, for example, your bank and next of kin details. Other details may be collected directly from you in the form of official documentation such as your passport or other right to work evidence.

What personal data we hold

We hold many types of data about you, including*:*

* your personal details including your name, address, date of birth, email address, phone numbers
* Information provided as part of the equality and diversity monitoring form including: gender, ethnicity, nationality
* information included on your application form including references, education history and employment history
* information relating to your right to work in the UK and whether or not you have a disability Personal data is kept in secure personnel files and within our HR system.

How we use your data and how long we keep it for

We are required to obtain and process certain personal information so that, for example, staff can be recruited and our legal obligations to government complied with, including the following:

* To manage the recruitment process and successful candidates’ transition from applicant to employee
* To ensure the health, safety and wellbeing of all job applicants and accommodate reasonable adjustments where necessary (i.e. in respect of declared disability, religion)
* To meet our legal obligations to compile statistics and provide data to central government agencies and regulatory bodies
* To perform statistical research to ensure we meet our public-sector equality duties (e.g. the equal opportunities data including: legal sex, gender identity, relationship status, religion or belief, sexual orientation, nationality, ethnicity, disability)
* To ensure that you have access to Central’s facilities
* To fulfil our obligations under other laws and legislative regimes as is required The law on data protection allows us to process your data for certain reasons only:
* in order to perform the employment contract that we are party to
* in order to carry out legally required duties
* in order for us to carry out our legitimate interests
* to protect your interests and
* where something is done in the public interest.

All of the processing carried out by us falls into one of the permitted reasons. Generally, we will rely on the first three reasons set out above to process your data.

We need to collect your data to ensure we are complying with legal requirements such as:

* carrying out checks in relation to your right to work in the UK and
* making reasonable adjustments for disabled employees.

We also collect data so that we can carry out activities which are in the legitimate interests of the School. We have set these out below:

* making decisions about who to offer employment to
* making decisions about salary and other benefits
* assessing training needs
* dealing with legal claims made against us

If you are unsuccessful in obtaining employment, your data will not be used for any reason other than in the ways explaining in relation to the specific application you have made.

In line with data protection principles, we only keep your data for as long as we need it for and this will depend on whether or not you are successful in obtaining employment with us.

If your application is not successful and we have not sought consent, we will keep your data for no longer than 12 months once the recruitment exercise ends.

If your application is successful, your data will be kept and transferred to the systems we administer for employees. We have a separate privacy notice for employees, which will be provided to you.

Who has access to your information?

Your data given on your application will be shared with colleagues within Central where it is necessary for them to undertake their duties with regard to recruitment. This includes, for example, the HR department and the recruitment panel who are responsible for screening your application and interviewing you. Your data under the “*special category”* will only be shared within the HR team for monitoring purposes.

Your data will only be shared with third parties if you are successful in your job application. In these circumstances, we will share your data in order to obtain references as part of the recruitment process/obtain a criminal records check etc.

We do not share your data with bodies outside of the European Economic Area.

What is the lawful basis of using and storing your data?

We have identified that our using and storing your personal data is necessary for the purpose of either:

* Complying with a legal obligation (e.g. checking your right to work in the UK)
* Performing our contractual obligations with you or to take steps to enter into a contract (e.g. administering your employment contract; monitoring the recruitment process; making a payment to you)

Additionally, we may process data that is classed as a “*special category*” of personal data, this includes information about your legal sex, gender identity, relationship status, religion or belief, sexual orientation, nationality, ethnicity, disability. We have identified that our using and storing of special categories of personal data is necessary for the purpose of:

* Assessing the working capacity of our employees (e.g. occupational health checks and references)
* Performing statistical research to ensure we meet our public-sector equality duties (e.g. monitoring Equal Opportunities data)

We must process special categories of data in accordance with more stringent guidelines. Most commonly, we will process special categories of data when the following applies:

* you have given explicit consent to the processing
* we must process the data in order to carry out our legal obligations
* we must process data for reasons of substantial public interest
* you have already made the data public.

We do not need your consent if we use special categories of personal data in order to carry out our legal obligations or exercise specific rights under employment law.

Criminal conviction data

We will only collect criminal conviction data where it is appropriate given the nature of your role and where the law permits us. This data will usually be collected at the recruitment stage, however, may also be collected during your employment should you be successful in obtaining employment. We use criminal conviction data in the following ways:

We rely on the lawful basis of our safeguarding responsibilities to process this data.

If you do not provide your data to us

One of the reasons for processing your data is to allow us to carry out an effective recruitment process. Whilst you are under no obligation to provide us with your data, we may not able to process, or continue with (as appropriate), your application.

How we keep your personal data safe?

When you give us personal information, we take steps to ensure that it is treated securely. Any sensitive information is encrypted and protected with a secure file transfer portal (SFTP). Your personal data is stored in a secure electronic file and any hard copies are destroyed by confidential shredding processes.

Your rights

The law on data protection gives you certain rights in relation to the data we hold on you. These are:

* the right to be informed. This means that we must tell you how we use your data, and this is the purpose of this privacy notice
* the right of access. You have the right to access the data that we hold on you. To do so, you should make a subject access request. You can find out how to request this data.
* the right for any inaccuracies to be corrected. If any data that we hold about you is incomplete or inaccurate, you are able to require us to correct it
* the right to have information deleted. If you would like us to stop processing your data, you have the right to ask us to delete it from our systems where you believe there is no reason for us to continue processing it
* the right to restrict the processing of the data. For example, if you believe the data we hold is incorrect, we will stop processing the data (whilst still holding it) until we have ensured that the data is correct
* the right to portability. You may transfer the data that we hold on you for your own purposes
* the right to object to the inclusion of any information. You have the right to object to the way we use your data where we are using it for our legitimate interests

Where you have provided consent to our use of your data, you also have the unrestricted right to withdraw that consent at any time. Withdrawing your consent means that we will stop processing the data that you had previously given us consent to use. There will be no consequences for withdrawing your consent. However, in some cases, we may continue to use the data where so permitted by having a legitimate reason for doing so.

Complaints or queries

We take any complaints we receive about the use and security of your personal information very seriously. If you think that our collection or use of your information is unfair, misleading or inappropriate please contact the School’s Data Protection Officer by email or write to them at The Royal Central School of Speech and Drama, 62-64 Eton Avenue, London NW3 3HY.

We would also welcome your suggestions for improving our procedures.

Changes to this policy

We keep this policy under regular review. This policy was last updated on 21 May 2018.