

Role Applicant Privacy Notice (policy)

Date document last updated:	25/11/2023
Board policy oversight group for last update:	Name: Wes Salton Name: Anna Vaughan
Staff lead for last update:	Name: Steve Gardam Job title: Museum Director
Date this version APPROVED by the Board (or state DRAFT):	1.02.2024
Date policy due for review:	February 2025

Contents

1. Introduction
2. Data controller details
3. Data protection principles
4. Types of data we hold and process
5. How we collect your data
6. Why we process your data
7. Special categories of data
8. Criminal conviction data
9. If you do not provide your data to us
10. Sharing your data
11. Protecting your data
12. How long we keep your data for
13. Automated decision making
14. Your rights in relation to your data
15. Making a Complaint
16. Review Process

1. Introduction

The Roald Dahl Museum and Story Centre (the Museum, RDMSC) is aware of its obligations under the General Data Protection Regulation (GDPR) and domestic data protection legislation and is committed to processing your data securely and transparently. This privacy notice sets out, in line with current data protection obligations, the types of data that we hold on you as a role applicant to a position at the Museum. It also sets out how we use that information, how long we keep it for and other relevant information about your data.

2. Data controller details

2.1. The Museum is a data controller, meaning that it determines the processes to be used when using your personal data. Our contact details are:

The Museum Director, The Roald Dahl Museum, 81 to 83 High Street, Great Missenden, Buckinghamshire, HP16 0AL 01494 892192.

3. Data protection principles

3.1. In relation to your personal data, we will:

- process it fairly, lawfully and in a clear, transparent way
- collect and use your data only for reasons that we find proper for managing the application you make for a role at the Museum
- ensure it is correct and up to date
- keep your data for only as long as we need it for legitimate business and charity purposes
- process it in a way to minimise the risk that it could be lost, destroyed or misused in any way

4. Types of data we hold and process

4.1. We may hold and process many types of data about you. These may include, but may not be limited to:

- your personal details including your name, address, date of birth, email address, phone numbers
- your photograph
- a record of your gender
- medical or health information including whether or not you have a disability

- information used for equal opportunities and diversity monitoring about your sexual orientation, religion or belief and ethnic origin
- information included on your CV including references, education history and employment history
- documentation relating to your right to work in the UK
- details of any criminal record

5. How we collect your data

- 5.1. We collect data about you in a variety of ways including the information you would normally include in an application form, CV or a job application cover letter, or notes made by our recruiting personnel during a recruitment interview.
- 5.2. Further information will be collected directly from you when you complete forms at the start of your employment/engagement, 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 driving licence, passport or other right to work evidence.
- 5.3. In some cases, we will collect data about you from third parties, such as employment agencies, former employers when gathering references or credit reference agencies.
- 5.4. Personal data is kept in hardcopy personnel files or digitally within our HR and IT systems. These are kept securely to minimise the risk of unauthorised or inappropriate access.

6. Why we process your data

- 6.1. 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 as a business and charity
 - to protect your interests and
 - where something is done in the public interest
 - where we have obtained your consent

6.2. 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.

6.3. 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 individuals.

6.4. We collect data so that we can carry out activities which are in the legitimate interests of the Museum as a business and charity. These may include, but are not limited to:

- making decisions about who to offer initial employment/engagement to
- making decisions about salary and other benefits
- assessing training needs
- dealing with legal claims made against us.

7. Special categories of data

7.1. Special categories of data include data relating to your:

- health
- sex life
- sexual orientation
- race
- ethnic origin
- political opinion
- religion
- trade union membership
- genetic and biometric data.

7.2. We do not necessarily collect or process data from under any of these special categories. However, if we do we will process special categories of data in accordance with more stringent guidelines than other personal data.

7.3.

7.4. Most commonly, we will process special categories of data when any of 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.

7.5. We may use your special category data:

- for the purposes of equal opportunities and diversity monitoring

7.6. We do not necessarily need your consent if we use special categories of personal data in order to carry out our legal obligations, in matters of substantial public interest, or if you have already made the data public.. However, if we need to process any data within these special categories, we may inform you and ask for your consent. Refusal to give your consent may not prevent us from processing your special categories of data to carry out our legal obligations, in matters of substantial public interest, or if you have already made the data public.

8. Criminal conviction data

8.1. As a child-oriented organisation we use criminal conviction data to ensure we fulfil our child protection and safeguarding obligations.

8.2. We will only collect criminal conviction data where it is appropriate given the nature of your role and where the law permits us.

8.3. This data will usually be collected at the recruitment stage, however, may also be collected during your employment.

9. If you do not provide your data to us

9.1. One of the principal reasons for processing your data is to allow us to carry out an effective recruitment process. Whilst you are under no obligations to provide us with your data, without it, we may not be able to process, or continue with your application.

10. Sharing your data

10.1. Your data will be shared with colleagues within the Museum where it is necessary for them to undertake their duties with regard to recruitment. This includes, for example, those personnel in the recruiting department who are responsible for screening your application and interviewing you.

10.2. In some cases, we will collect data about you from third parties, such as employment agencies.

10.3. Your data will be shared with third parties if you are successful in your application, where it is necessary to. This includes, for example, obtaining references as part of the recruitment process and obtaining a criminal records check. We will also share your data with our third party service providers e.g. pension provider, payroll company, HR Consultant, and HR online system system where there is a legitimate reason to do so, it is in line with the specified purpose for that data and the third party has the appropriate security measures in place.

11. Protecting your data

11.1. We have implemented processes to mitigate the risk of loss or disclosure, destruction and abuse of your data which are contained within the Data Management and Retention Schedule.

11.2. Where we share your data with third parties, we require them to have policies in place that state that your data are held securely.

12. How long we keep your data for

12.1. In line with data protection principles, we only keep your data for as long as we need it for. As an applicant, this will depend on whether or not you are successful in obtaining a position with us. Retention periods are set out in the Data Management and Retention Schedule.

12.2. 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.

13. Automated decision making

13.1. No decision will be made about you solely on the basis of automated decision making (where a decision is taken about you using an electronic system without human involvement) which has a significant impact on you.

14. Your rights in relation to your data

14.1. 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. Further information on this can be accessed from the Museum Director.
- 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
- the right to regulate any automated decision-making and profiling of personal data. You have a right not to be subject to automated decision making in way that adversely affects your legal rights.

14.2. 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. However, in some cases, we may have to continue to use the data where so permitted by having a legitimate reason for doing so, for example, paying you travel expenses for attending interview. There will be no consequences for withdrawing your consent. There will be no consequences for withdrawing your consent.

14.3. If you wish to exercise any of the rights explained above, please contact the Museum Director.

15. Making a complaint

15.1. The supervisory authority in the UK for data protection matters is the Information Commissioner's Office (ICO). If you think your data protection rights have been breached in any way by us, you are able to make a complaint to the ICO.

16. Review process

16.1. A policy review schedule shall be maintained. This policy will be reviewed annually by 2 Board members, as per the Policy Review Schedule. Where minor changes to the policy are required, the updated policy may be circulated digitally and approved by a majority of Board members or approved at the next Board meeting.

16.2. Where more substantial changes to the policy are judged by the 2 Board reviewers to be required, these will need to be presented, discussed and approved by a majority of the Board at the next Board meeting.