



RECRUITMENT PRIVACY NOTICE

Please also see our website's general Privacy Notice here <https://bristololdvic.org.uk/site/privacy>

HOW WE USE THE DATA WE COLLECT

As part of any recruitment process, Bristol Old Vic collects and processes personal data relating to job applicants. Bristol Old Vic is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. It also relates to our use of any personal information you provide to us by phone, SMS, email, in letters and other written correspondence, and in person.

In order to apply to work with us, and for us to communicate with you about your application, we need to collect information about you.

Bristol Old Vic is committed to safeguarding your personal information. Whenever you provide such information, we are legally obliged to use your information in line with all applicable laws concerning the protection of personal information, including the Data Protection Act 1998 and the General Data Protection Regulation 2018.

WHO WE ARE AND WHO IS COLLECTING IT?

Bristol Old Vic & Theatre Royal Trust Ltd (referred to throughout this document as "Bristol Old Vic") is the oldest continually running theatre in the UK. Our mission is to create pioneering twenty-first century theatre in partnership with the people of our energetic city; inspired by the history and magical design of the most beautiful playhouse in the country.

Bristol Old Vic is a charity, Charity no. 228235, Company no. 756007.

Bristol Old Vic also runs Bristol Old Vic (Trading) Ltd, a wholly owned trading subsidiary.

Bristol Old Vic is the data controller for the Personal Data we collect. We do not obtain any personal data that we think would be likely to cause individuals to object to or complain about, but we are always open to discuss with you any of the information we hold.

It is possible that Bristol Old Vic may, from time to time, expand or reduce its business and this may involve the sale of certain divisions or the transfer of control of certain divisions to other parties. Data provided by Users will, where it is relevant to any division so transferred, be transferred along with that division and the new owner or newly controlling party will, under the terms of this Policy, be permitted to use the Data for the purposes for which it was supplied by you. In the event that any Data submitted by Users will be transferred in such a manner, you will be contacted in advance and informed of the changes. When contacted you will be given the choice to have your Data deleted or withheld from the new owner or controller.

THE CATEGORIES OF THIS INFORMATION THAT WE COLLECT, PROCESS, HOLD AND SHARE

Bristol Old Vic collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number(s);
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which Bristol Old Vic needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK.

Bristol Old Vic may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or letters of application, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

Bristol Old Vic may also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. Bristol Old Vic 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 HR management systems and on other IT systems (including email).

WHY WE COLLECT AND USE THIS INFORMATION

Bristol Old Vic needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you.

In some cases, Bristol Old Vic 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.

Bristol Old Vic 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 Bristol Old Vic to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. Bristol Old Vic may also need to process data from job applicants to respond to and defend against legal claims.

Bristol Old Vic may process special categories of data, such as information about ethnic origin, age, sexual orientation or religion or belief, to monitor recruitment statistics. It may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. Bristol Old Vic processes such information to carry out its obligations and exercise specific rights in relation to employment.

For some roles, Bristol Old Vic is obliged to seek information about criminal convictions and offences. Where Bristol Old Vic seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

Bristol Old Vic will not use your data for any purpose other than the recruitment exercise for which you have applied.

If your application is unsuccessful, Bristol Old Vic may keep your personal data on file in case there are future employment opportunities for which you may be suited. Bristol Old Vic 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 DATA?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR Department, the Department or employed staff – even if that employed person is a Freelance worker – relating to the purpose of the potential employment, interviewers involved in the recruitment process, managers in the department with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

Bristol Old Vic will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. Bristol Old Vic will then share your data with former employers 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.

Bristol Old Vic will not transfer your data outside the European Economic Area.

CHILDREN

We take the protection of children and their personal data very seriously. For this reason, unless we are unable to verify parental consent, no-one under the age of 13 is allowed to apply for recruitment opportunities. Children under the age of 13 must ask their parents or an adult to make applications for them.

NOT PROVIDING INFORMATION

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

AUTOMATED DECISION-MAKING

Recruitment processes are not based solely on automated decision-making.

STORING THIS INFORMATION

We store your personal data securely using suitable physical, electronic and managerial procedures to safeguard and secure all and any recruitment data. We limit internal access to your personal data to only those who require it, and provide all our staff with Data Protection and Information Security training. We ensure that high standards of security and protection are met by abiding by our Data Protection Policies and Procedures, and these are governed by the Senior Management Team and the Board of Trustees.

Under the Bristol Old Vic's Confidentiality Code of Conduct, all our staff are required to protect your information, and inform you of how your information will be used. This includes, in most circumstances, allowing you to decide if and how your information can be shared. Everyone working for Bristol Old Vic is subject to the duty of confidentiality. Information provided in confidence will only be used for the purposes advised and consented to by the service user, unless it is required or permitted by the law.

Whenever your information is stored online, we have a data sharing agreement with the data processor which states the requirements of high level security for your personal data. Should there be a breach of this data, they are obliged to inform us immediately and we will then inform you if it is necessary under Data Protection guidance. It is your right to be informed.

When we do send you information, we do so securely and are committed to reporting any breaches of data during its transit. Whenever possible all information that identifies you will be removed.

RETENTION PERIODS:

We will only retain information for as long as necessary. Records are maintained in line with our retention schedule which determines the length of time records should be kept. We are bound by law to retain certain personnel records, and these circumstances override our other retention periods.

- If your application for employment is unsuccessful, Bristol Old Vic will hold your data on file for six months after the end of the relevant recruitment process, for consideration for future employment opportunities. This is in addition to the time needed to contact unsuccessful applicants following interviews. At the end of that period (or if 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 periods for which your data will be held will be provided to you in a new privacy notice. You have the right to request we remove the information we store about you. Please contact us, and we will be happy to arrange this for you if you want us to.

REQUESTING ACCESS TO YOUR PERSONAL DATA

Under data protection legislation, anyone has the right to request access to information about them that we hold.

If you would like to exercise any of these rights, please contact the HR Manager by email to jobs@bristololdvic.org.uk or by post: Bristol Old Vic, King Street, Bristol BS1 4ED

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- object to the processing of your data where Bristol Old Vic is relying on its legitimate interest as the legal grounds for processing
- prevent processing of your personal data
- port your data using an open format document, like a csv excel document
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

The best person to contact regarding data protection at Bristol Old Vic is:

Aidan Woodburn (General Manager)

Email: dataprotection@bristololdvic.org.uk Address: Bristol Old Vic, King St, Bristol, BS1 4ED Tel: 0117 949 3993

RIGHT TO LODGE A COMPLAINT

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

HOW TO ACCESS YOUR PERSONAL INFORMATION (SUBJECT ACCESS)

You have the right to see the information that Bristol Old Vic holds about you, and why we hold it. You also have the right to rectify any inaccurate information we hold about you. Requests must be made in writing (not verbally). You will need to provide:

- Full name, address, email address, phone number, customer ID, so that your identity can be verified against our records and your information located.
- Copy of Photographic ID
- An indication of what information you are requesting to enable us to locate this in an efficient manner.

A request for information must be made with the appropriate person:

Aidan Woodburn (General Manager)

Email: dataprotection@bristololdvic.org.uk Address: Bristol Old Vic, King St, Bristol, BS1 4ED Tel: 0117 949 3993

There is no fee for Subject Access Requests. Bristol Old Vic reserves the right in certain situations to refuse the request, otherwise we will comply within 1 calendar month.

The request's response will cover the following detail;

- Any personal data that is being processed.
- A description of the personal data, the reasons it is being processed, and whether it will be given to any other organisations or people.
- A copy of the information comprising the data; and details of the source of the data

If you require Subject Access Requests or our response to them in braille or any other format please contact us and we will happily arrange this as quickly as possible.

UPDATES

This document was last reviewed May 2018 by: Aidan Woodburn, General Manager.