

## Recruitment Privacy Notice

As part of any recruitment process, Modern Art Oxford collects and processes personal data relating to job applicants. Modern Art Oxford is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

We collect a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- whether or not you have a disability for which the Employer needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK.

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

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

Data will be stored in a range of different places, including HR digital and hardcopy files and on IT systems (including email using Google servers).

### Why do we process personal data?

We need to process data to take steps at your request prior to entering into a contract with you. Should an offer of employment be made we will need to process your data to enter into a contract with you.

In some cases, we need 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.

There is 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 a candidate's suitability for employment and decide to whom to offer a job.

Modern Art Oxford is an equal opportunities employer and we may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. You are invited to complete the Equality & Diversity monitoring form but

you are not required to complete it and it will not impact on your application if you choose not to complete the form. This information is kept anonymously and separated from your application and retained only by the HR team, the selection panel do not see this data.

Modern Art Oxford is obliged to seek information about criminal convictions and offences as part of its Safeguarding Child and Vulnerable Adults policy for certain jobs. This will be made clear in the application pack. Where we seek this information, we do so because it is necessary and proportionate for the performance of a contract.

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

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR team, interviewers involved in the recruitment process and other managers in the team.

The Employer will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Employer 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.

Your data may be transferred outside the European Economic Area (EEA) when emailing your application to our GSuite address. Please see the Google Privacy Policy for more information.

### **How do we protect data?**

The Employer takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

### **For how long does we keep data?**

If your application for employment is unsuccessful, we will hold your data on file for 6 months after the end of the relevant recruitment process. At the end of that period, 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.

### **Your rights**

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require us to change incorrect or incomplete data;

- require us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the we are relying on legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact Hayley Raines, [Hayley.Raines@modernartoxford.org.uk](mailto:Hayley.Raines@modernartoxford.org.uk)

If you believe that we have not complied with your data protection rights, you can complain to the Information Commissioner.

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

You are under no statutory or contractual obligation to provide data to us 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.