

# SHEFFIELD THEATRES

## RECRUITMENT PRIVACY NOTICE

As part of any recruitment process, Sheffield Theatres (including the wholly owned subsidiary company Offstage Ltd) collects and processes personal data relating to job applicants and recruitment. We are committed to being transparent about how we collect and use the data and to meeting our data protection obligations.

### **What information do we collect?**

Sheffield Theatres 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 the organisation needs to make reasonable adjustments during the recruitment process;
- Information about your ethnic origin, sexual orientation, age, gender and whether or not you have a disability for equal opportunity monitoring purposes;
- Information about any criminal offences as part of the Rehabilitation of Offenders Act 1974 if role requires; and
- Information about you entitlement to work in the UK.

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

We may contract with trusted third parties to perform background check procedures on job candidates, such as references supplied by employers/academic staff/personal referees. We will seek information from third parties either after interview, if you are still being considered for the position to support the decision making process, or after you have been offered the job. We will inform you beforehand that we are doing so.

Data will be stored in a range of different places, including the job file (IT systems) and the secured Human resources (HR) filing cabinet.

### **Why does Sheffield Theatres process personal data?**

We need to process data prior to and in the case of entering a contract with you. In some case, we need to process data to ensure that we are complying with our legal obligations, such as checking a successful applicant's eligibility to work in the UK before starting employment.

Sheffield Theatres 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 us to manage the recruitment process, assess and confirm an applicant's suitability for employment and decide which applicant to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims, such as discrimination claims.

Sheffield Theatres processes special categories of data, including ethnic origin, sexual orientation, age, gender and whether or not you have a disability for equal opportunity monitoring purposes. We will also collect data about whether or not an applicant is disabled in order to make reasonable adjustments during the recruitment process. We process such information to fulfil our obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, Sheffield Theatres may keep your personal data on file in case there are future employment opportunities for which you may be suited for up to six months after the successful applicant has started in the role. We will ask for your consent before keeping your data for this purpose and you are free to withdraw your consent at any time.

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

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR/recruitment team, the shortlisting and interviewing panel involved in the recruitment process and managers of the department that the vacancy is in.

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers/academic staff/personal referees to obtain references for you.

### **How does Sheffield Theatres protect data?**

We take the security of your data seriously. We have 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.

### **How long does Sheffield Theatres keep data?**

If your application for employment is unsuccessful, we will hold your data on file for six months after the start date of the successful applicant. At the end of that period, or once you have withdrawn 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 HR file (electronic and paper based) and retained during your employment. The periods for which your data will be held will be provided to you in a privacy policy.

## **Your rights as a data subject**

You can:

- Access and obtain a copy of your data on request;
- Require the organisation to change incorrect or incomplete data;
- Require the organisation to delete or stop processing your data, e.g. where the data is no longer necessary for the purpose of processing; and
- Object to the processing of your data where Sheffield Theatres is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the HR team at [hr@sheffieldtheatres.co.uk](mailto:hr@sheffieldtheatres.co.uk)

If you believe the organisation has 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 Sheffield Theatres during the recruitment process. However, if you do not provide the information, we may not be able to process your application fully or at all.