

## **Recruitment Privacy Notice**

The Grand Opera House Trust is committed to protecting the privacy and security of your personal information. The Trust is a “Controller” for the purposes of data protection law and in particular the General Data Protection Regulations (GDPR) 2018. This means that we are responsible for deciding how we hold and use personal data about you.

This privacy notice describes how we collect and use personal information about you as part of the Theatre’s recruitment process, in accordance with GDPR.

It is important that you read and retain this notice so that you are aware of how we are using your personal information and what your rights are under the data protection legislation.

### **Information we collect from you**

We will collect, store, and use personal information about you as part of the Theatre’s recruitment process. This includes:

- Information that you provide in your application form, via email, in person at interview or assessment and/or by any other method.
- In particular, we process personal details such as name, email address, address, date of birth, qualifications, experience, information relating to your employment history, skills, experience and details of referees that you provide to us.
- Sensitive data such as age, gender, race, disability and community background to enable us to comply with statutory monitoring obligations required by law in Northern Ireland.
- Information relevant to any request by you for adjustments as a result of underlying medical conditions or a disability.
- Criminal record checks from Access NI.
- If you contact us, we will keep a record of that correspondence.

### **How we will use information about you**

We rely on legitimate interest, i.e. the recruitment of staff for the Theatre as the lawful basis on which we collect and use the personal data we collect.

We rely on our legal obligations and the fact that monitoring employees is in the public interest for processing the sensitive information.

If an offer of employment is made, we use information from Access NI to assess your suitability for the role. Our additional legal ground for using this information is that you have given us your explicit consent to do so.

We use the information held about you to:

- consider and assess your application and suitability in respect of the role for which you have applied.



- communicate with you in respect of the recruitment process.
- complete our statutory reporting obligations.

We do not use automated decision making or profiling as part of the Theatre's recruitment process.

### **Change of purpose**

We will not use the information collected as part of the recruitment process for any reason other than those detailed above without your further consent or instruction.

### **Data sharing and third parties**

We will only share your data with third parties where we have an appropriate legal ground for doing so. This will ordinarily be to comply with a legal obligation, to take steps to enter into a contract or where it is in our legitimate interest and your interests and fundamental rights are not overridden. For example, we may share your information with recruitment agencies to enable them to fulfil their functions for us. We may also share information relevant to any request to adjust the recruitment process as a result of an underlying medical condition with health professionals to enable us to identify what adjustments are needed. We may also share your personal data with our legal or professional advisers in order to obtain legal or other professional advice about matters related to you or in the course of dealing with legal disputes with you or other applicants.

### **References**

If you give us details of referees, we require you to inform them what personal data of theirs you are giving to us. You must also give them our contact details and let them know that they should contact us if they have any queries about how we will use their personal data.

### **Data security**

We take appropriate measures to ensure that all personal data collected through the Theatre's recruitment process is kept secure and confidential and access is restricted to those who have a genuine business reason for accessing it. We also have procedures in place to deal with any suspected data security breach and we will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

### **Data retention**

We will hold recruitment data for external candidates for a period of **6 months** following notification of the recruitment outcome. Work experience applications will be held for a period of **3 months** following notification of the recruitment outcome. All data will then be securely destroyed. The only exception is the fair employment monitoring data we collect which will be held for a period of 3 years following notification of the recruitment outcome.

### **Consequences of not providing personal data**

We only ask you to provide personal data when we have a good reason and there may therefore be consequences if you do not provide particular information. If you choose not to provide us with the personal data requested, we will tell you about the particular implications of any such decision at the relevant time.

### **Your rights under the data protection legislation**

#### **Your duty to inform us of changes**

It is important that the personal information we hold about you is accurate and current and therefore we ask that you keep us informed if your personal information changes during the recruitment process.

#### **Your rights in connection with personal information**

Under certain circumstances, by law you have the right to:

- Access or request a copy of the personal information held about you.
- Request that inaccuracies be corrected.
- Ask us to delete or remove personal information where there is no good reason for us continuing to process it.
- Object to our processing of your personal information where we are relying on a legitimate interest and there is something about your particular situation which makes you want to object to processing on this ground
- Ask us to suspend the processing of personal information about you, for example, if you want us to establish its accuracy or the reason for processing it.

If you would like to exercise any of these rights or have a concern about the way in which your personal data is being used as part of a recruitment process please contact the HR Manager using the contact details below:

**Paula McAlpine**  
**HR Manager**  
**Email – [pmcalpine@goh.co.uk](mailto:pmcalpine@goh.co.uk)**

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

#### **Changes to this privacy notice**

This notice will be reviewed annually and updated as and when required.