

## **Recruitment Privacy Notice**

The Grand Opera House Trust is committed to protecting the privacy and security of your personal information. This privacy notice describes how we collect and use personal information about you as part of the Theatre's recruitment process, in accordance with the General Data Protection Regulations (GDPR) 2018.

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 the following personal information about you as part of the Theatre's recruitment and selection processes:

- Information that you provide as part of the application process, via the goh website, by email, in person at interview or assessment and/or by any other method.
- In particular, we process personal details such as name, contact number, email address, home 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 and to assist us in complying with our equal opportunity policy
- 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 in respect of the collection and use of sensitive data through our fair employment monitoring process. It is important to note that in signing and submitting an application form, you are also consenting to us using your personal data in the ways detailed within this privacy notice. This will also apply to application forms received for the Theatre's work experience programme.

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 and selection process.
- complete our statutory reporting obligations.

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

### **Special inclusions as a result of COVID-19**

To protect those working and visiting the Theatre we have implemented temperature checks for all individuals on arrival at the Theatre. This will apply to anyone attending the Theatre for a

recruitment and selection exercise. We consider the implementation of temperature checks as a proportionate and legitimate step to help protect staff and others in the Theatre from the spread of the virus.

A high temperature could be an indication that an individual is infected with the virus and if an individual presents with a raised temperature (i.e. over 37.8C) they will not be allowed to enter the Theatre. If possible, we will endeavour to make alternative assessment arrangements. A written record of a temperature reading will only be kept if an individual presents with a raised temperature along with the relevant contact details. This record will be kept for one month and then securely destroyed.

### **Change of purpose**

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

### **Data security and retention**

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.

We will hold personal 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 personal data records 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.

### **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.

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 us at [recruitment@goh.co.uk](mailto:recruitment@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.

**Version 2.0**

**Reviewed July 2021**