



## **GDPR Privacy Notice - Applicants**

At The Kings Theatre we take privacy very seriously and have reviewed all our records and processes to ensure that we are fully meeting the data protection standards introduced by the General Data Protection Regulation (GDPR) on 25 May 2018.

We are registered as data processors with the Information Commissioner's Office (ICO).

As part of our candidate application and recruitment process the Kings Theatre collects, processes and stores personal information about you.

### **Why do we collect your personal information?**

In order to manage your application, we need to process certain personal information about you. We only process your information as necessary for the purposes of progressing your application or as required by law or regulatory requirements,

### **What information might we hold?**

- Personal details i.e. name, address, date of birth, National Insurance number
- Details of your skills, qualifications, experience and employment history
- Right to work in the UK compliance details
- Age, diversity (i.e. gender, disability), nationality
- Employment/character references
- Interview notes

### **Who do we share your personal information with?**

- Those employees who would have managerial responsibility for you or are acting on their behalf
- The HR Department
- Employees or third parties involved in the interview process

### **How do we protect your information?**

HR adhere to processes and procedures of data storage in order to protect personal data stored in electronic or paper form securely. Personal Data is only retained for the periods of time specified below and then destroyed:

- Unsuccessful applicants - 6 months



- Employees - duration of employment plus 6 years
- Senior Executive records (the Theatre's definition of Senior Executive are Directors and the Operations Board) – permanently

## **Your Rights**

You are entitled to see the information the Theatre holds about you. You can also request changes to be made to incorrect information. You can ask for information to be deleted or blocked if you legitimately think that the theatre shouldn't be processing that information, or is processing it incorrectly.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with your line manager in the first instance or the Data Protection Officer – this role is held by the HR Manager. This does not affect your right to complain to the Information Commissioner's Office (ICO) ([ico.org.uk](http://ico.org.uk)).