

## NATIONAL MUSEUM OF THE ROYAL NAVY

### GDPR Candidate Privacy Notice

#### 1 WHY DO WE HAVE THIS NOTICE?

The Museum is a “data controller” and is responsible for processing personal information about you. This privacy notice is relevant to you as you are applying for work with us (whether as an employee, worker or contractor). It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for.

We are committed to complying with data protection law and we have a designated member of staff responsible for data protection. Any questions concerning this notice should be sent to Nicky Tregear, Governance Manager at [governance@NMRN.org.uk](mailto:governance@NMRN.org.uk)

#### 2 WHAT INFORMATION MIGHT WE HOLD ABOUT YOU?

In connection with your application for work with us, we may collect, store, and use the following categories of personal information about you:

- The information you have provided to us in your application and supporting statement.
- The information you have provided on your application, including name, title, address, telephone number, personal email address, employment history, skills, experience and qualifications.
- Any information you provide to us during or as part of the selection process including information about your entitlement to work in the UK including copies of right to work documentation.
- Whether you have a disability for which the organisation needs to make reasonable adjustments during the selection process.
- Equal opportunities monitoring information, including information about your ethnic origin, gender, sexual orientation, disability and religion or belief.

### **3 HOW IS THIS INFORMATION COLLECTED?**

We 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 it is doing so.

Data will be stored in a range of different places, including on your application record, in recruitment and HR management systems and on other IT systems (including email).

We may collect personal information about you from the following sources:

- You, the candidate.
- Disclosure and Barring Service (DBS) or Access Northern Ireland in respect of enhanced disclosures relating to safeguarding vulnerable people (children and vulnerable adults).

### **4 HOW DO WE USE THIS INFORMATION?**

We have 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.

In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

We process health information if we need to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out our obligations and exercise specific rights in relation to employment.

### **5 HOW DO WE USE YOUR SPECIAL CATEGORIES OF PERSONAL INFORMATION?**

We may use your Special Categories of personal information in the following ways (to comply with our legal obligations and/or to monitor equality issues):

- We may use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process.
- Where we process other special categories of data, such as information about ethnic origin, sexual orientation, health, religion or belief, age, gender or marital status, this is done for the purposes of equal opportunities monitoring with the explicit consent of job applicants, to ensure meaningful equal opportunity monitoring and reporting.

## **6 INFORMATION ABOUT CRIMINAL CONVICTIONS**

We envisage that we will process information about criminal convictions if an enhanced DBS check or Access Northern Ireland Check is required for the purposes of safeguarding vulnerable people (children and vulnerable adults).

We will collect information about your criminal convictions history if we would like to offer you the position (conditional on checks and any other conditions, such as references, being satisfactory). We are entitled to carry out a criminal records check in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for the role. In particular:

- Job roles which are eligible for an enhanced check from the Disclosure and Barring Service or Access Northern Ireland will be stated on the job advert.

We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such data.

## **7 AUTOMATED DECISION-MAKING**

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

## **8 DATA SHARING**

We will only share your personal information with the following third parties for the purposes of processing your application: external person with specialist knowledge in a particular area of relevant expertise and or Trustee. All such individuals are required to take appropriate security measures to protect your personal information in line with our policies.

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

## 9 DATA SECURITY

We take the security of your data seriously and have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

## 10 DATA RETENTION

We will retain your personal information for a period of twelve months after we have communicated to you our decision about whether to appoint you to the position. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with our data retention provisions.

If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will contact you seeking your explicit consent to retain your personal information for a fixed period on that basis.

## 11 RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION

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

- **Request access** to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.

- **Request the restriction of processing** of your personal information. This enables you to 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.
- **Request the transfer** of your personal information to another party.

## 12 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. If your application is successful, it will be a condition of any job offer that you provide evidence of your right to work in the UK and satisfactory references.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

## 13 QUESTIONS AND COMPLAINTS

If you have any questions about this privacy notice or how we handle your personal information, please contact the designated staff member at [governance@NMRN.org.uk](mailto:governance@NMRN.org.uk) or the HR Team at [HR@NMRN.org.uk](mailto:HR@NMRN.org.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.