

## 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 Sarah Dennis, Executive Director of Resources 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 CV and covering letter.
- The information you have provided on your CV, including name, title, address, telephone number, personal email address, employment history, 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.

We may also collect, store and use the following special categories of more sensitive personal information (Special Categories):

- Information about your race or ethnicity, religious beliefs and sexual orientation.

#### 3 HOW IS THIS INFORMATION COLLECTED?

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

- You, the candidate.
- Indeed or other recruitment search engine from which we collect your CV and covering letter.
- Various recruitment agencies, from which we collect the following categories of data: CV, excluding personal details such as address and contact details.
- Disclosure and Barring Service (DBS) or Access Northern Ireland in respect of enhanced disclosures relating to safeguarding vulnerable people (children and vulnerable adults).
- Your named referees, from whom we collect the following categories of data: previous job title, salary, employment service dates including reason for leaving, absence and job performance/conduct.

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

We may use the personal information we collect about you to:

- Assess your skills, qualifications, and suitability for the position.
- Carry out background and reference checks, where applicable.
- Communicate with you about the recruitment process.
- Keep records related to our hiring processes.
- Comply with legal or regulatory requirements.

It is in our legitimate interests to decide whether to appoint you and to process your personal information to make this decision. We are also permitted to process this information to take steps prior to entering into any potential agreement with you.

#### **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.
- We may use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or sexual orientation, 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:

- Some of our roles within the Learning, Engagement, Access and Participation team are ones which are eligible for an enhanced check from the Disclosure and Barring Service or Access Northern Ireland. If this is required it 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.

## **9 DATA SECURITY**

We 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 write to you separately, 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 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.