

# Northern Ballet

## Recruitment Privacy Policy for Administrative Posts

As part of our recruitment process, candidates will be asked to complete an application form which can be submitted either by post or electronically.

The data that you share with us will be processed as part of the recruitment procedure. "Processing" is anything that we do with the form, such as accessing it. In practical terms, we will process your data in ways that are fair, transparent and lawful and in line with what you would expect us to do. We will only process your data in ways that we have told you about and we will not hold your data for any longer than is necessary.

We are committed to protecting your confidential data in line with legal requirements and following best practice. This policy is designed to give candidates confidence as to how and why we process your data. It will also explain your legal rights.

### Personal Data Explained

As part of the application process, you will be asked to supply information such as your name, address, educational background and your career history. This is data that identifies you individually and is therefore personal.

### Personal Data Use and Storage

Northern Ballet does not use any form of automated recruitment system.

Electronic submissions of applications for the administrative part of our business, are sent to [hradmin@northernballet.com](mailto:hradmin@northernballet.com). This is a secure inbox which can only be accessed by our HR/Finance team, who are highly professional and fully respect the confidential nature of your data.

Electronic versions of applications are retained within the e-mail system until the recruitment process is complete. At this point, all electronic copies will be deleted.

All applications will only be shared with the panel responsible for the recruitment of the given position. At times, this may include external consultants. They will be fully briefed as to our privacy policy and we will ensure that your data is shared with them in a secure manner. Your personal details will not be shared outside of the UK.

At the end of the recruitment process, all paper copies of your application form, and any interview notes, will be returned to the HR Department for secure storage.

Your application form and any other attachments that you have supplied, such as portfolios, will be securely stored for up to 12 months after the closing date of the vacancy you have applied for. After this time, they will be securely disposed of.

Northern Ballet views the processing of your data to be necessary for us move forward in the recruitment process with a view to creating a contractual relationship with you.

## Special Category Data

The General Data Protection Regulations identifies that certain types of data are special category. For the purposes of the legislation, this is personal data relating to an individuals' racial or ethnic origins, your political, philosophical religious opinions, your membership of a trade union, information which relates to your health or your sexual orientation and any biometric information e.g. a photograph of yourself.

Northern Ballet asks that you do not include any information, directly or indirectly, in your application form that relates to these areas, with the exception of health. Northern Ballet is a Disability Confident employer. If you have a long-term condition/disability, and you meet the minimum criteria for the post for which you have applied, we guarantee to offer you an interview. Under Articles 6 and 9, we are required to have a lawful basis for processing this information. Our basis, under both Articles, is legitimate interest. Providing us with data relating to any disability, allows us to meet our obligations under the Disability Confident Scheme and helps us in our continuing work to ensure that we not only select the best people, but our workforce is reflective of society.

## Equal Opportunities

Northern Ballet is an equal opportunities employer and in order to allow us to measure the success of our policy, we ask candidates to complete an anonymous Equal Opportunities Monitoring Form. This can be submitted electronically or by post and will be received by the HR and Finance team. The recruiting panel will not see your monitoring form and if you don't complete the form it will in no way effect the outcome of your application.

You are under no obligation to complete the form, but it does provide us with useful data about the demographics of applicants and this information is used to guide our decision making process as to how we broaden our appeal to potential candidates.

## Your Rights

As stated, we will retain your application for up to 12 months for those applying to the administrative part of the business. If you wish us to destroy your personal data prior to this, you have the right to request this. Please e-mail [hradmin@northernballet.com](mailto:hradmin@northernballet.com) and we will confirm adherence to your request.

Additionally, you have the right to full details of the personal information that we hold about you. Please send details of the information that you would like to see, along with proof of our identity, to our HR Admin e-mail address.

You also have the right to rectify any information that we hold about you through sending a notification to our HR Admin e-mail address.

If you have any concerns about the way we have handled your personal data, we would encourage you to speak to us in the first instance. We are committed to working with you to resolve any issues. Advice and support is available from the Information Commissioner's Office and they are contactable on 0303 123 1113. Details are also available at <https://ico.org.uk/your-data-matters/raising-concerns/>.