

JOB APPLICANT PRIVACY NOTICE

Data controller: National Maritime Museum Cornwall and its subsidiaries

During the recruitment process, the National Maritime Museum Cornwall and its subsidiaries (“**the Museum**”), collects and processes personal data relating to job applicants.

The Museum is committed to being clear and transparent about how it collects and uses that data and to meeting its data protection obligations.

1. What information does the Museum collect and process?

The Museum collects and processes a range of personal information (“**personal data**”) about you. Personal data means any information about an individual from which the person can be identified. This includes:

- Personal contact details, such as your name, title, address and contact details, including email address, mobile and telephone numbers;
- details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers;
- information about your remuneration, including entitlement to benefits such as pensions and life assurance;
- Information about your entitlement to work in the UK.

We may also collect, store, retain and use the following special categories of more sensitive personal information:

- Information about medical or health conditions, including whether or not you have a disability for which the Museum needs to make reasonable adjustments;
- Information about your criminal record; and
- Equal opportunity monitoring information; this information is collected using an anonymous “Equal Opportunities Monitoring Form’ which is attached to the application form but removed before the recruitment procedures begin and is for statistical purposes only. We request this personal information for diversity monitoring which is considered good practice under the Equality Act.

The Museum collects this personal data in a variety of ways during the recruitment process. For example, data may be contained in your application form, obtained from identity documents, such as your passport, in email correspondence or collected through the interview process.

In some cases, the Museum collects personal data about you from third parties, such as references supplied by former employers, which will be obtained with your prior permission. We may also obtain information from employment background check providers and information from criminal records checks permitted by law.

Data is stored in a range of different places, including on your application record and in other IT systems, including the Museum's email system.

2. Why does the Museum process personal data?

The Museum needs to process data prior to entering into a contract with you. We also need to process data to enter into an employment contract with you and to meet our obligations under that employment contract.

In addition, the Museum needs to process data to ensure that we are complying with our legal obligations. For example, we are required to check an employee's entitlement to work in the UK before employment begins.

The Museum has a legitimate interest in processing personal data during the recruitment process and in keeping records of that process. Processing such data from job applicants enables the Museum to manage the recruitment process, assess the suitability of candidates and make informed decision as to whom we wish to recruit. The Museum may also have to process data from job applicants in order to defend legal claims.

The Museum processes health information if we need to make reasonable adjustments to the recruitment process for candidates with a disability.

3. If you fail to provide personal information

You are under no obligation to provide the Museum with data during the recruitment process. However, if you do not provide certain information when requested, the Museum may not be able to process your application for employment properly or at all.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for you if this information is not provided.

4. Automated decision-making

Our employment decisions are not based solely on automated decision-making.

5. For how long do you keep my personal data?

The Museum will only hold your personal data for as long as is necessary to fulfil the purposes for which we collect it. If your application for employment is unsuccessful, the Museum will hold your data on file and electronically for 12 months after the end of the recruitment process. At the end of that period, your data will be deleted and shredded.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file and we shall issue you with a Staff Privacy Notice which sets down the periods for which your data will be held.

6. Who has access to my data?

Your information will be shared internally for the purposes of the recruitment process with the Human Resources Manager and the relevant staff members involved in the shortlisting and interviewing process.

The Museum will not share your data with third parties unless we make you an offer of employment. In those circumstances, the Museum shall share your data with third parties where required by law and where it is necessary in order to administer the working relationship with you or where we have another legitimate interest in doing so.

With your prior permission, the Museum will then share your data with former employers to obtain references for you.

The Museum will not transfer your data to countries outside the European Economic Area.

7. How does the Museum protect data?

The Museum takes the security of your data seriously. The Museum has internal policies and controls in place to prevent your data being lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

8. What if I am photographed while I am here?

If you are invited to attend an interview, as you walk around the different areas of the Museum you will also inevitably be on the CCTV footage which we take for security purposes. However this footage is only kept for a period of 30 days in normal circumstances.

9. Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request (known as a “data subject access request”);
- require the Museum to change incorrect or incomplete data;
- request erasure of your personal information. This enables you to ask the Museum to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the Museum is relying on its legitimate interests as the legal ground for processing; and
- ask the Museum to suspend the processing of your personal data for a period of time if data is inaccurate or there is a dispute about its accuracy or the reason for processing it.

If you would like to exercise any of these rights, or you have any questions about the Job Applicant Privacy Notice, please contact Linda Frost, Human Resources Manager; lindafrost@nmmc.co.uk, or 01326 214559.

If you believe that the Museum has not complied with your data protection rights, you have the right to make a complaint to the Information Commissioner's Office.