



Privacy Notice for Job Applicants

We are committed to safeguarding your personal data. This notice describes how Little Angel Theatre ("Little Angel", "we" or "us") as a data controller, collects and uses the personal information about you that you provide when applying for a job here, in accordance with the General Data Protection Regulation (EU 2016/79) ("GDPR") and the Data Protection Act 2018 (DPA 2018). We review this notice periodically and may update it at any time.

The categories of data for job applicants that we collect, process, hold and share

Please note, personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymised data).

Examples of the categories of personal information we will collect, process, hold and share about you include:

- Personal and contact details such as name, address, National Insurance number.
- Nationality/right to work information.
- Qualifications, previous experience, referees and answers to questions relevant to the role you have applied for.
- Results of pre-employment screening checks, such as criminal record checks.
- Age and gender.
- Special categories of data or data about an individual that is deemed more sensitive under GDPR) including characteristics information such as race or ethnicity, religious/philosophical beliefs, sexual orientation, and information about your health, medical information and disability (for access requirements).

Why we collect this information and grounds for doing so

- To satisfy any regulatory requirements and to carry out security checks at the appropriate time in the recruitment process.
- If you are successful, to enter into the employment contract, and to fulfil our obligations to you under it.
- For a specific purpose, for which we would ask for your explicit consent.
- For our legitimate interests or those of a third party.

Special categories of data about you will be processed by us only in limited circumstances, with your explicit written consent, as follows:

- Where we need to carry out our legal obligations and in line with our data protection policy.
- Where it is needed in the public interest (or otherwise for our legitimate interests), such as for equal opportunities monitoring.
- Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards.

Collecting your personal information

The majority of information that we collect will have been supplied by you in the course of the application process for a vacancy at Little Angel on your application form and in the interview. Examples of other types of information collected include references (prior to your appointment) and health data (following your appointment).

You will also be asked to provide equal opportunities information. This is not mandatory information and if you do not provide it, this will not affect your application.

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary.

Storing your personal information

We hold applicant data for a reasonable period in accordance with legal requirements and it will generally be destroyed after six months, unless you are appointed, when the recruitment paperwork will form part of your employee personnel file. An HR Privacy Notice is provided to all employees on starting.

We will not share your data with any third parties for marketing purposes. The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format.

Transferring your personal information outside the EEA

As part of the services offered to you by us, your personal information may be transferred to countries outside the European Economic Area (EEA). For example, this may happen when the computer servers used to host our websites or our customer databases are located in a country outside the EEA. These countries may not have similar data protection laws to the UK. By submitting your personal information, you are agreeing to this transfer.

If we transfer your information in this way, we will take steps to ensure that your data is treated securely and in accordance with this Privacy Notice.

Your rights regarding your personal information

Under data protection legislation, you have the right to request access to information about you that we hold, also known as a Subject Access Request. You will not have to pay a fee to access your personal information (or exercise any of the other rights listed below).

You also have the right to:

- 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.
- Request that we delete or remove your personal information where you have exercised your right to object to processing.
- 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 and;
- Request the transfer of your personal information to another party.

To make a Subject Access Request or to verify, correct or request erasure of your personal information, object to the processing of your personal data, request that we transfer a copy of your personal information to another party, raise a concern about the way we are collecting or using your data, or to discuss anything in this agreement, please contact our Executive Director via info@littleangeltheatre.com.

For independent advice about data protection, privacy and data sharing issues, contact the Information Commissioner's Office (ICO): <https://ico.org.uk/global/contact-us/>.