



Job Applicant Privacy Notice

The Lowewood Museum Trust CIO collects and processes personal data relating to job applicants as part of our recruitment process. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

What information does the Trust collect and how?

Broxbourne Council collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK, and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, age band and religion or belief.

The Trust may also collect personal data about you from third parties, such as references supplied by former employers, confirmation of qualifications from education providers and information from criminal records checks if a Disclosure Baring Service certificate is required for the job applied for. The Trust will seek information from third parties only once a job offer to you has been made and we will inform you before we do so.

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

Why do we process your personal data?

The Lowewood Museum Trust CIO collects and processes your data for a number of purposes and where we have a legal basis to do so.

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. We may also need to process data from job applicants to respond to and defend against legal claims.

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

We may process information about whether or not applicants are disabled so we can make reasonable adjustments for candidates who have a disability.

Where we process other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is only for equal opportunities monitoring purposes. Our processing of these types of data will be carried out to ensure you or us can meet our obligations or exercise our rights under law related to employment or (only where applicable) to enable us to establish, exercise or defend legal claims.

We will not use your data for any purpose other than the recruitment process of which you are a part.

Who has access to your data?

Your information may be shared internally within the Trust for the purposes of the recruitment process. This includes Trustees and interviewers involved in the recruitment process.

We will not share your data with third parties, unless your application for employment is successful and an offer of employment is made and you have been informed.

In addition, we may need to share your personal information with a regulator or otherwise to comply with the law.

How do we protect data?

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our personnel in the proper performance of their duties.

For how long do we keep your data?

If your application for employment is unsuccessful, your data is held for 6 months. At the end of that period, your data is deleted or destroyed including,

- a printed copy of your application form;
- proof of qualifications copied at interview;
- results of any tests undertaken;
- any notes made during the interview process;

Unless we need to retain it for longer in order to exercise or defend any legal claims.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to the Trust's HR systems including any that are managed by external partners on behalf of the Trust.

Your rights

As a data subject, you have a number of rights under data protection law. You can,

- access and obtain a copy of your data on request;
- require us to change incorrect or incomplete data;
- require us 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 Trust is relying on its legitimate interests as the legal ground for processing it;

If you would like to exercise any of these rights or if you have any questions about this notice or our processing of your data more generally, please contact:

The Secretary
Lowewood Museum Trust CIO
Lowewood Museum
High Street
Hoddesdon
Hertfordshire
EN11 8BH
Email: museum@lowewoodmuseum.com

If you believe that the Trust has not complied with your data protection rights, you can complain to:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire Sk9 5AF
Email: <https://ico.org.uk/global/contact-us/>
Website: www.ico.org.uk

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the Lowewood Museum Trust CIO 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.