

ACME'S JOB APPLICANT PRIVACY NOTICE

This notice is applicable to anybody applying for a role at Acme. Acme (Acme Artist Studios, 44 Copperfield Road, London E3 4RR) is a Data Controller which means that we make decisions about what data we collect about you and how we process it.

As part of any recruitment process, Acme collects and processes personal data relating to job applicants. Acme is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations and compliance with the relevant legislation including UK General Data Protection Regulations (UK GDPR).

What information do we collect?

Acme collects a range of information about you, which includes some categories of personal data, which includes:

- your name, address and contact details, including email address and telephone.
- details of your qualifications, skills, experience and employment history.
- 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
- anonymised equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

How do we collect information about you?

Most of the information we collect will be information we ask you to provide directly to us as part of the application process. For example, data might be contained in application forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

In certain cases, Acme will also collect personal data about you from third parties, such as references supplied by former employers. Acme will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR data files and on other IT systems (including Acme's email system and Cognito system).

Why do we process personal data about you?

Acme will use the personal information you provide to process your application. This may include one or all of the following examples

- In some cases, we need to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.
- We need to process data to allow us to confirm your 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.
- We process health information if we need to make reasonable adjustments to the recruitment process for candidates who have a disability or long-term health condition. This is to carry out our obligations and exercise specific rights in relation to employment.
- Acme processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes only and is anonymised.

Acme will not use your data for any purpose other than the recruitment process for which you have applied.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment process. This includes HR, interviewers involved in the recruitment process, managers in the business area with a vacancy and the Executive Management Team and any other staff involved in the recruitment process.

The organisation will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. In certain cases, the organisation will then share information about your application with former employers or reference checking agency to obtain references for you.

Your data may be transferred to countries outside the European Economic Area (EEA) as Acme uses Cognito for application forms and storage medium. The information which you give to us may be transferred to countries outside the European Union (EU). For example, our form provider Cognito may be located outside of the EU.

Where this is the case, Acme will take steps to make sure the right security measures are taken so that your privacy rights continue to be protected as outlined in this policy. By submitting your personal data, you're agreeing to this transfer, storing or processing.

How do we protect your data?

Acme takes the security of your data seriously and takes all reasonable steps to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. The information on the computer-based systems is protected by passwords and appropriate security measures. The hard copies of data are kept securely in Acme's office.

For how long do we keep your data?

If your application for employment is unsuccessful, the organisation will hold your data on file for at least 6 months after the end of the relevant recruitment process.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

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

- access and obtain a copy of your data on request.
- require the organisation to change incorrect or incomplete data.
- require the organisation 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 organisation is relying on its legitimate interests as the legal ground for processing.
- ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data; and
- In certain instances, request that your personal data be deleted or rectified.

If you would like to exercise any of these rights, please contact Acme's Records and Archive Manager based at Acme Artist's Studios Limited, 44 Copperfield Road, London E3 4RR and email: archive@acme.org.uk. If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner's Office (ICO)

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information, Acme may not be able to process your application properly or at all.

Automated decision-making

Recruitment processes are not based solely on automated decision-making.

Further information

The Records and Archive Manager is the person with responsibility for data protection compliance within Acme. They can be contacted at archive@acme.org.uk. Questions about this privacy notice, or requests for further information, should be directed to them.