

Privacy Notice for Applicants

What is the purpose of this document?

Theatr Genedlaethol Cymru is a 'data controller'. This means we are responsible for deciding how we keep and use personal information about you. You are receiving a copy of this privacy statement because you are applying for work with us (whether as an employee, employee or contractor). The document makes you aware of how and why your personal data will be used, namely for the purpose of the recruitment exercise, and how long it will normally be retained. It provides you with some information that must be provided under the General Data Protection Regulation ((EU) 2016/679) (GDPR).

Data Protection Principles

We will comply with data protection legislation and principles, which means that your data will be:

- Used in a lawful, fair and transparent manner.
- Collected only for legitimate purposes which we have clearly explained to you, and shall not be used in a manner incompatible with these purposes.
- Applied to the purposes we have told you about, and limited to those purposes only.
- Correct and kept up to date.
- Kept only for as long as necessary for the purposes we have told you.
- Kept safe.

The kind of information we keep about you

In connection with your application for work with us, we will collect, retain and use the following categories of personal information about you:

- The information you have included on our application form, including name, title, address, phone number, personal email address, date of birth, gender, employment background, qualifications, and professional membership.
- Any information you give us in an interview.

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

- Knowledge of your race or ethnicity, religious beliefs, sexual orientation and political views.
- Information about your health, including records of any medical condition, health and illness.
- Information on criminal convictions and offences.

How is the personal information about you collected?

We collect personal information regarding applicants from the following sources:

- You, the candidate.
- DBS in relation to criminal convictions.
- The ones you have named to provide you with a reference, from which we will collect data in the following categories:
 - Previous salary
 - Absence
 - Discipline cases

How we will use information about you

We will use the personal information we collect about you for the following purposes:

- To assess your skills, qualifications and suitability for the role.
- To conduct background checks, where applicable.
- To communicate with you about the recruitment process.
- To keep records related to our employment processes.
- To comply with legal or regulatory requirements.

It is in our legitimate interest to decide whether to appoint you to the role as it would be in our business interest to appoint someone to that role.

We also need to process your personal information to decide whether or not to enter into an agreement of employment with you.

After receiving your application form, we will process that information to determine if you meet the minimum requirements to be shortlisted for the role. If so, we will then determine if your application is strong enough for us to invite you for an interview. If we decide to call you for an interview, we will use the information you give us in the interview to decide whether or not to offer you the role. If we decide to offer you the role, we will then ask for references before confirming your appointment, and carry out a criminal record check if applicable.

If you do not provide personal information

If you do not provide information necessary to enable us to consider your application when asked to do so (such as evidence of qualifications or details of your work to date), we will not be able to successfully process your application. For example, if we need to obtain references for this role, and you have not provided us with the relevant details, we will not be able to take your application further.

How we use personal information that is of a particularly sensitive nature

We will use personal information of a particularly sensitive nature in the following methods:

- We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during a test or interview.
- We will use information about your race or ethnic or national origin, religious, philosophical or moral beliefs, or your sexual orientation, to ensure meaningful methods of monitoring and reporting back in the context of equality of opportunity.

Information regarding criminal convictions

We do not anticipate processing information about criminal convictions.

Automated methods of decision making

You will not be subject to decisions that will have a significant impact on you that are based solely on automated methods of decision making.

Data Sharing

Third parties?

We will not share your personal information with third parties for the purpose of processing your application.

Data Protection

We have put in place appropriate safeguards to save your personal information from accidentally getting lost, used or accessed in an unauthorised, altered or disclosed manner. In addition, we restrict access to your personal information to those persons – employees, agents, contractors and other third parties – who have a need to know from the business perspective. They will process your personal information only according to the instructions we give them, and they act subject to a duty of confidentiality.

We have established procedures to deal with any suspected breach of security, and will report suspected breaches to you and to any relevant regulator, where we must do so under the law.

Keeping Data

How long will you use my knowledge?

We will retain your personal information for a period of 6 months after we communicate to you our decision as to whether or not to appoint you to the role. We will retain your personal information for that period so that, should a legal claim arise, we can demonstrate that we have not discriminated against applicants on prohibited grounds, and that we have undertaken the recruitment exercise in a fair and transparent manner. After this period, we will dispose of your personal information in a secure manner, in accordance with applicable laws and regulations.

If we wish to keep your personal information on file, on the basis that another opportunity may arise in the future and we may wish to consider you for that opportunity, we will write

to you separately, seeking your express permission to retain your personal information for a specified period on that basis.

Rights of access, correction, removal and restriction

Your rights in relation to personal information

In some circumstances, you have a legal right to:

- **Request access to** your personal information (commonly referred to as a 'data subject access request'). This allows you to obtain a copy of the personal information we hold about you, and to ensure that we process it in a legal manner.
- **Request correction of** personal information we hold about you.
- **Request deletion of** your personal information. This allows you to ask us to delete or remove any personal information where there is no good reason for us to continue processing it. You also have the right to ask us to delete or withdraw your personal information where you have exercised your right to object to its processing (see below).
- **Object to the processing** of your personal information where we rely on legitimate interest (or third party interests), and that there is something about your particular situation that makes you want to object to the processing on these grounds. You also have the right to object when we process your personal information for the purpose of direct marketing.
- **Request that the processing of your personal information be restricted** . This allows you to ask us to defer to the task of processing personal information about you, for example, if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer of** your personal information to another party.

If you wish to review, check, correct or request the deletion of your personal information, or object to the processing of your personal data, or ask us to hand over a copy of your personal information to another party, you should contact the Executive Director of Theatr Genedlaethol Cymru in writing.

Right to withdraw consent

When applying for this role, you give us permission to process your personal information for the purposes of the recruitment exercise. You have the right at any time to withdraw your consent to process the information for that purpose. To withdraw your consent, you should contact the Executive Director of Theatr Genedlaethol Cymru. As soon as we have received a statement that you have withdrawn your consent, we will not process your

application further; In addition, and in accordance with our retention policy, we will dispose of your personal data in a secure manner.

Data Protection Officer

We have appointed a data privacy manager, who is our Executive Director, to oversee compliance with this privacy statement. If you have any questions about this privacy statement, or about our handling of your personal information, you should contact the Executive Director. You have the right to lodge a complaint at any time with the Information Commissioner's Office (ICO), which is the United Kingdom's supervisory authority on a data protection matter.