

## APPLICANTS PRIVACY NOTICE

Welcome to York Museums Trust (YMT)'s privacy notice for job applicants. We are committed to the protection of your privacy and your rights.

As a Registered Charity, we value and respect our visitors, volunteers, donors and supporters who make our work possible, preserving the buildings and collections entrusted to us for future generations.

The aim of this document is to share how we collect, store and use the personal information you give to us when applying for a job with us. We want to ensure that you stay informed and are confident about giving us your information.

As a data controller we comply with the General Data Protection Regulation (GDPR), the Privacy and Electronic Communications (EC Directive) Regulations 2003 and other relevant legislation. We are registered with the Information Commissioner.

You can contact our Data Protection Officer via:

enquiries@ymt.org.uk

(01904) 687687

Data Protection Officer  
York Museums Trust  
St Mary's Lodge  
Marygate  
York  
YO30 7DR

## Our Promise

We promise:

- To be clear about why we need to record your personal information and what we would like to use it for
- To never share or sell your personal information
- To make sure that our suppliers and partners who undertake work for York Museums Trust meet the same high standards that we hold when handling your personal information
- To ensure your personal data is up to date, safe and secure at all times
- To make it easy for you to let us know how you would like us to keep in touch

## What personal data do we collect?

We collect data from:

**York Art Gallery**  
**York Castle Museum**  
**York St Marys**  
**Yorkshire Museum & Gardens**

Company No. 4381647 Charity No. 1092466

- you via your application form and any supporting documents including ID documents proving your right to work in the UK;
- hard copy or email correspondence provided by you;

**If you are appointed, we will collect data from**

- referees via email or letter;
- you via an occupational health questionnaire
- the Disclosure and Barring Service via a DBS check (if required for the role)

**We may hold and process any or all of the following personal information about you:-**

- Personal details e.g. name, initials, date of birth, gender, marital status, work and private email addresses, home and contact postal address, work and private telephone numbers.
- Recruitment information including references, email addresses, work and education history, qualifications, unspent criminal convictions, data associated with additional recruitment checks or procedures obtained as part of the job application and offer process (e.g. checks via the Disclosure and Barring Service – if required for a specific post; copy of driving license – if required by the nature of the role; copy of passport or other ID, UK Visas and Immigration data to allow YMT to check the relevant Right to Work if required; pre-employment medical checks)
- Sensitive and special categories of personal data e.g. ethnicity, nationality, sexual orientation, disability, etc.

When you visit our website we collect standard technical information including the internet protocol (IP) address used to connect your device to the internet. We also collect information about your visit to the websites.

We also collect and use your personal information by using cookies on our website – please see our cookie notice (<https://www.yorkmuseumstrust.org.uk/cookies-policy/>)

**What do we do with your information?**

Processing:

We use your data for a number of processes all of which are to enable YMT to discharge its responsibilities as an employer to both the individual and any statutory body as required including any governance body that the Trust comes under.

If you are required to undergo certain additional recruitment checks or procedures as part of the job application and offer process (e.g. criminal convictions checks via the Disclosure and Barring Service) the data will be held on your HR records to evidence compliance to legislation and to support any audits or investigations.

## What is the purpose and legal basis of the processing?

Data Protection Laws require YMT to meet certain conditions before we are allowed to use your personal data.

We will use the information we collect about you because you have asked us to consider your application with the intention of entering into a contract of employment if you are appointed, or where we need to process the information to meet our legitimate interests to manage our

recruitment effectively. In some instances we will ask you for specific consent to process your information. Where we ask for consent, you are able to withdraw that consent at any time.

YMT will process the personal information provided on your application and the other information referred to above to:-

- Manage your job application (s) and any subsequent offer of employment.
- To help us to provide individual support and reasonable adjustments for any disability. If you disclose a disability, the HR team will be in touch to discuss any adjustments you may need. The recruiting manager will not be automatically informed that you have disclosed a disability only on the Equal Opportunities Monitoring section (at the end of the Application form).

We may also use or disclose the information provided for the following statutory or public interest purposes:

- To prevent or detect fraud.
- To provide statutory returns required by applicable legislation.
- To support internal and external audits.
- To respond to Freedom of Information requests using anonymised data.
- For Equal Opportunities monitoring. YMT is committed to the principles of equality of opportunity for all, of fairness and of inclusion. We work to meet our statutory obligations with specific reference to the Equality Act 2010. To ensure that we are able to meet this commitment we collect the personal equality characteristics of applicants and employees. We use this data for a number of reasons including monitoring the effectiveness of our policies and procedures, statutory reporting or in response to formal Freedom of Information requests as anonymised data, to provide individual support and workplace adjustments, and to contact target groups about equality characteristic specific consultations, services and positive action initiatives that may affect them.

## Who has access to your information?

Your information will only be accessible to relevant YMT staff (i.e. recruiting managers and HR staff) who are trained to use data appropriately in order for them to carry out their roles in line with our Privacy Policy.

We will never sell your information or let other organisations use it for their own purposes.

### **Who might we share it with?**

As well as circulating your application and related materials to the appropriate staff at YMT (i.e. the interview panel), we will share your personal information for the above purposes as relevant and necessary with:

- Your referees.
- Where relevant and as required to administer relevant recruitment checks and procedures, the Disclosure and Barring Service and our occupation health providers.
- Any Official Government body if required by law to provide e.g. linked to Fraud or any police/national security matter.

### **Where we store your personal data**

The data that we collect from you will be usually stored inside the UK or the European Economic Area (EEA).

In the unlikely event that we need to transfer your data outside the EEA, we will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy notice. Where we do this, we will ensure that the transfer is to a country covered by a decision of the Commission of the European Union or is otherwise made in circumstances where appropriate safeguards have been put in place to protect your data in accordance with the Data Protection Laws.

### **Your rights**

The accuracy of the information that we hold about you is important to us. If any of the information that we hold is inaccurate or out of date let us know using the contact details below.

You have a number of rights under the Data Protection Laws in relation to the way we process your personal data, namely:

- To access your data;
- To have your data rectified if it is inaccurate or incomplete;
- In certain circumstances, to have your data deleted or removed;
- In certain circumstances, to restrict the processing of your data;

- A right of data portability, namely to obtain and reuse your data for your own purposes across different services;
- To object to direct marketing (although we do not carry out direct marketing);
- Not to be subject to automated decision making (including profiling), where it produces a legal effect or a similarly significant effect on you (although we do not use automated decision making);
- To claim compensation for damages caused by a breach of the Data Protection Laws.

### Keeping your information safe

The security of your information is very important to us and our networks are regularly monitored to ensure that they remain secure.

If your application for employment is unsuccessful, we will hold your data on file for 6 months. At the end of that period, your data is deleted or destroyed (unless we need to retain it for longer 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 your personnel file and retained during your employment. The periods for which employee data is held will be provided to you in a separate privacy notice.

All our staff receive Data Protection awareness training and we have a dedicated Data Protection Officer. Refresher training is provided at regular intervals to all our teams and bespoke training is provided for staff with specific Data Protection responsibilities.

### Who can I contact?

If any of your personal data needs changing please email [recruitment@ymt.org.uk](mailto:recruitment@ymt.org.uk).

If you have any questions about how your personal information is used, or wish to exercise any of your rights, please email [recruitment@ymt.org.uk](mailto:recruitment@ymt.org.uk).

### Subject Access Requests

If you would like further information on your rights or wish to exercise them in a Subject Access Request, please write to us at:

Data Protection Officer  
York Museums Trust  
St Mary's Lodge  
Marygate  
York  
YO30 7DR

### How do I complain?

If you are not happy with the way your information is being handled, or with the response received from us, you have the right to lodge a complaint with the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, SK9 5AF (<https://ico.org.uk/>)