**KILN THEATRE LTD | PRIVACY NOTICE JOB APPLICANTS**

Kiln Theatre Ltd is the data controller for the information you provide during the recruitment process unless otherwise stated. If you have any queries about our recruitment process or how we handle your information please contact us at [recruitment@kilntheatre.com](recruitment%40kilntheatre.com%C2%A0)

**What happens to the information I provide?**

All of the information you provide during the process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements if necessary.

We will not share any of the information you provide during the recruitment process with any third parties for marketing purposes or store any of your information outside of the European Economic Area. The information you provide will be held securely by us whether the information is in electronic or physical format.

We will use the contact details you provide to us to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for.

**What information do we ask for, and why?**

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

The information we ask for is used to assess your suitability for employment. You don’t have to provide what we ask for but it might affect your application if you don’t.

**Application stage**

We ask you for your personal details including name and contact details. We will also ask you about your previous experience, education, referees and for you to explain why you think you are suitable for the role you have applied for. Our recruitment team will have access to all of this information.

You will also be asked to provide equal opportunities information. This is not mandatory information – if you don’t provide it, it will not affect your application. We ask for this information so that we can monitor who applies for employment with us and this information helps us determine the best places to advertise the position to ensure that we get applications from all sections of society. As part of our recruitment process we ask that an equal opportunities monitoring form is submitted along with the application form although you are not obliged to complete any or all on the form should you not wish to do so. This information will not be made available to any staff outside of our recruitment team in a way which can identify you. Any information you do provide will be used only to produce and monitor equal opportunities statistics.

**Shortlisting**

The Head of Department shortlists applications for interview. They will not be provided with your name or contact details or with your equal opportunities information if you have provided it.

**Conditional offer**

If we make a conditional offer of employment we will ask you for information so that we can carry out pre-employment checks. You must successfully complete pre-employment checks to progress to a final offer. We are required to confirm the identity of our staff, their right to work in the United Kingdom and seek assurance as to their trustworthiness, integrity and reliability.

You will therefore be required to provide:

* Proof of your identity – you will be asked to attend the theatre with original documents; we will take copies.
* We will contact your referees, using the details you provide in your application and with your consent, directly to obtain references

If we make a final offer, we will also ask you for the following:

* Bank details – to process salary payments
* Emergency contact details – so we know who to contact in case you have an emergency at work

**How long is the information retained for?**

If you are successful, the information you provide during the application process will be retained by us as part of your employee file for the duration of your employment plus six years following the end of your employment. This includes your criminal records declaration (if one has been deemed necessary as a condition of your employment), fitness to work and references.

We only retain your personal data for as long as is necessary to fulfil the purposes for which it was collected. If you are unsuccessful at any stage of the process, the information you have provided until that point will be retained for six months from the closure of the campaign.

Information generated throughout the interview process, for example interview notes, is retained by us for six months following the closure of the campaign.

Equal opportunities information is retained until 31 March following the closure of the campaign whether you are successful or not.

**How we make decisions about recruitment**

Final recruitment decisions are made by the interviewers who are typically the Head of Department pertinent to the position and another senior manager or member of the executive team. All of the information gathered during the application process is taken into account.

You are able to ask about decisions made about your application by emailing [recruitment@kilntheatre.com](recruitment%40kilntheatre.com)

**Your legal rights**

Under certain circumstances you have rights under data protection laws in relation to your personal information. Full details of your legal rights can be found in our Privacy Policy <https://kilntheatre.com/privacy-policy/>

These include:

* The right to request access to your personal information
* The right to request correction to your personal information
* The right to request erasure of your personal information
* The right to object to processing of your personal information
* The right to request restriction of processing your personal information
* The right to request transfer of your personal information
* The right to withdraw consent

**Access to personal information**

A request to access the personal information we hold on you can be made by:

Email: dataprotection@kilntheatre.com

Telephone: 020 7372 6611

In writing to: Data Controller, Kiln Theatre Ltd, 269 Kilburn High Road, London, NW6 7JR

We do not charge a fee for you to access your personal information although we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively we may refuse to comply with your request in these circumstances.

We have one month to respond to your request and will endeavour to do so within that timeframe. If it will take us longer than 30 days we will notify you and keep you updated.

Privacy Notice effective from 16 May 2018