

Applicant & Candidate Privacy Notice

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1. General Information

National Museums Scotland Enterprises Ltd is committed to protecting the privacy and security of your personal information.

This Privacy Notice describes how we collect and use your personal information as part of the recruitment process, in accordance with the General Data Protection Regulation (GDPR).

This notice applies to all job applicants and candidates attending interviews/selection events within National Museums Scotland Enterprises Ltd.

It is important that you read this notice so that you are aware of how and why we are using your personal information.

Data Controller

National Museums Scotland Enterprises Ltd is a 'data controller'. This means that we are responsible for holding and using your personal information. We are required under data protection legislation to notify you of the information contained in this Privacy Notice.

Retention periods

We will only ever collect the information we need. When we ask you to provide your personal information we will let you know why we are asking and how we will use your data, by directing you towards this notice.

If your application for employment is unsuccessful, National Museums Scotland Enterprises Ltd will hold your data on file for 1 year after the end of the recruitment process. At the end of that period your data is deleted or destroyed.

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 with us, at this point you will be provided with our Internal Privacy Notice.

2. How is your personal information collected?

We collect personal information from you through the application and recruitment process.

3. The personal information we collect from you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

Depending on the circumstances, we may collect, store, and use the following categories of personal information about you throughout the recruitment process:

- Personal contact details such as name, home address, phone number and email address
- Copies of right to work documentation (eg passport or birth certificate)
- Previous employment records (including job titles, responsibilities, salary etc)
- Qualifications & professional memberships.

There are "special categories" of more sensitive personal data which require a higher level of protection:

- Equal Opportunities Monitoring information (data regarding your gender, marital status, disabilities, ethnic origin etc) – please note it is not mandatory to disclose this information as part of your application.

The tables below list the type of information we collect and hold for the purposes of recruitment. It also explains why we need this information and what legal reason we have to collect and use it.

Data marked * is classed as a 'special category' of personal information. National Museums Scotland Enterprises Ltd must have both a legal basis and a specific condition to process 'special category' personal information.

4. Recruitment

What we collect...	Why	Legal Bases
Your name, postal address, personal e-mail address, telephone number	To enable us to process your application and contact you regarding the outcome for the purposes of enabling fair and lawful recruitment.	Our and your legitimate interest
Documentation confirming your right to work in the UK	To check you are legally entitled to work in the UK	Legal compliance
Employment history, including start and end dates with current and previous organisations, salary and reason for leaving	To check if you have the essential criteria, experience and qualifications for role	Our legitimate interest
Equal opportunity monitoring information such as sex, age, religion, race and disability*	For equal opportunities monitoring purposes and to ensure we make reasonable adjustments during the recruitment process if necessary.	Legal compliance

5. Sharing Information

We do not disclose your personal data to any third parties or external organisations.

6. How we store and update your information

We store applicant information on the HR management system, Cascade.

7. How we keep your information secure

The Cascade system is managed by Human Resources. There are security procedures, rules and technical measures to protect the personal data that we have under our control from:

- Unauthorised access
- Improper use or disclosure
- Unauthorised modification.

Cascade is a cloud based system meaning our data is stored on the system provider's servers – we therefore have a data processing agreement in place with them. This ensures they comply with the current data protection legislation with regard to 'processors' and only act on instruction from National Museums Scotland Enterprises Ltd with regard to our data.

8. Your Data Protection Rights

You have certain rights in relation to your personal data. These rights are:

The right of **access**: you have the right to know whether we are processing any of your personal data. If we are, you have the right to access the data and certain information, such as why we are processing the data

The right of **rectification**: you have the right to ensure that we correct inaccuracies in your personal data that we are processing

The right of **erasure** (the 'right to be forgotten'): in certain situations you have the right to ensure that we erase your personal data

The right to **restriction** of processing: in certain situations you have the right to ensure that we restrict our processing of your personal data

The right of **data portability**: in certain situations you have the right to receive personal data that you provided to us in a structured, commonly used and machine-readable format

The right to **object**: in certain situations you have the right to object to our processing of your personal data and we are normally obliged to stop processing your data when requested. This right includes the right to object to our processing of your personal data for the purposes of direct marketing

The right to **complain**: you have the right to make a complaint to the UK Information Commissioner's Office (ICO) about our processing of your data, the exercise of your rights, and other data protection matters

The right to **withdraw consent**: you have the right at any time to withdraw your consent for us to process your personal data.

These rights are not absolute and may not apply in all situations or in relation to all processing activities.

Requests to exercise any of these rights should be sent to:

Paul Wareham
Director of Retail
National Museums Scotland Enterprises Ltd
National Museums Scotland
Chambers Street
Edinburgh
EH1 1JF

Email: P.Wareham@nms.ac.uk

9. Changes to this Privacy Notice

We regularly review our Applicant & Candidate Privacy Notice, and may make changes time to time. Any changes made will be posted to this page, and will apply from the time we post them. This Privacy Notice was last changed on 9 July 2018.

9. How to contact us

Paul Wareham
Director of Retail
National Museums Scotland Enterprises Ltd
National Museums Scotland
Chambers Street
Edinburgh
EH1 1JF
P.Wareham@nms.ac.uk

If you have any comments on our Privacy Notice, or information we hold about you please contact us:

- by email to P.Wareham@nms.ac.uk

You have the right to make a complaint directly to the [UK Information Commissioner's Office](#) (ICO), which is the data protection supervisory authority in the UK.