



PAUL MELLON CENTRE *for Studies in British Art*

JOB APPLICANT PRIVACY NOTICE

Data controller: The Paul Mellon Centre for Studies in British Art, 16 Bedford Square, London WC1B 3JA.

As part of any recruitment process, the Paul Mellon Centre collects and processes personal data relating to job applicants. The Paul Mellon Centre is committed to being transparent about how it collects and uses that data and has produced this privacy notice for that purpose.

What information does the organisation collect?

The Paul Mellon Centre may collect a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your entitlement to work in the UK;
- biographical, educational and social information relevant to your job application;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- equal opportunities monitoring information, including information about your race or ethnic origin, sexual orientation, health and religion or similar belief.

How does the Paul Mellon Centre collect personal data?

The Paul Mellon Centre may collect this information in a variety of ways. For example, data might be provided by you in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The Paul Mellon Centre may also collect personal data about you from third parties, such as references supplied by former employers. The Paul Mellon Centre 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 may be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email systems).

Why does the Paul Mellon Centre process personal data?

The Paul Mellon Centre needs to process your data to take steps at your request prior to entering into a contract (namely, an employment agreement or equivalent) with you. It may also need to process your data to enter into such a contract with you.

In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts.

The Paul Mellon Centre has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data about job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide on whom to offer a job.

The Paul Mellon Centre may process special categories of personal data, such as race or ethnic origin, sexual orientation or religion or similar belief, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This enables us to carry out our obligations and exercise specific rights in relation to employment. In some cases, we may also need to process data from job applicants to respond to and defend against legal claims.

The Paul Mellon Centre will not use your data for any purpose other than the recruitment exercise in relation to the role for which you have applied.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes HR staff, members of staff involved in the interview and recruitment process, and managers in the operational area with a vacancy.

The Paul Mellon Centre will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. We will then share your data with former employers to obtain references about you.

The Paul Mellon Centre will not routinely transfer your data outside the European Economic Area. For some roles – particularly those which involve regular liaison with our sister institution, the Yale Center for British Art – it may be necessary to share your data with colleagues in the US. In these instances, your data will be transferred on one of the following bases:

- a European Commission decision provides that the country or territory to which the transfer is made ensures an adequate level of protection;
- where the transfer is subject to one or more of the "appropriate safeguards" for international transfers prescribed by applicable law (for example, standard contractual clauses adopted by the European Commission);
- there exists another situation where the transfer is permitted under applicable law (for example, where we have your explicit consent).

How does the Paul Mellon Centre protect data?

The Paul Mellon Centre takes the security of your data seriously. It has internal policies and controls in place 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.

For how long does the organisation keep data?

If your application for employment is unsuccessful, the organisation will hold your data on file for 1 year 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 an Employee Privacy Notice.

Your rights

As a data subject, you have a number of rights in relation to your personal data. 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 in certain circumstances, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data on grounds relating to your specific situation, where the organisation is relying on its legitimate interests as the legal ground for processing; and
- to receive from us the personal data we hold about you which you have provided to us, in a reasonable format specified by you, including for the purpose of you transmitting that data to another data controller.

If you would like to exercise any of these rights, please contact Charlotte Brunskill, Data Protection Manager, at cbrunskill@paul-mellon-centre.ac.uk. Please note that these rights are not absolute, and the Paul Mellon Centre may be entitled or required to refuse requests where exceptions apply.

If you believe that the Paul Mellon Centre has not complied with your data protection rights, you can complain to the Information Commissioner. Further details can be found on the ICO website www.ico.org.uk

What if you do not provide personal data?

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

The Paul Mellon Centre will review this privacy notice at regular intervals.

06.2018