

Privacy Notice: Recruitment

If you are applying for any role with us, paid or voluntary then you'll want to know more about our privacy policies. We are committed to treating any personal and private information you share with us lawfully and respectfully. We stick to some guiding principles, namely:

- Processing personal data fairly and lawfully in line with individuals' rights
- Making sure that any personal data processed for a specific purpose is adequate, relevant and not excessive for that purpose
- Keeping personal data accurate and up to date
- Keeping personal data for no longer than is necessary
- Keeping personal data secure against loss or misuse
- Not transferring personal data to other countries without adequate protection

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Definitions

“Personal Data”	Any information that can be used to identify an individual, either on its own or in combination with other data that might be available.
“Sensitive Personal Data”	Special categories of personal data such as racial or ethnic origin, religious beliefs, physical or mental health, trade union and political memberships, criminal records and offences, and information about the subject's sexual life.
“Data Subject”	An individual person that the personal or sensitive data relates to.
“Processing”	Any operation or set of operations which is performed upon personal data, whether or not by automatic means, such as collection, recording, organisation, storage, adaptation or alternation, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, blocking, erasure or destruction.

What information do we collect about you?

We collect information about you when you apply for a position within the organisation, whether that be on a paid or voluntary basis. This information is necessary for us to complete the recruitment process and will include both 'personal' and 'sensitive personal' data. Personal data collected:

- Contact details, including name, address, phone number and email address
- Previous employment details, including employer names, job titles and salary information
- Education and qualification details, including schools, colleges and universities attended and any relevant qualifications obtained
- Details of your referees

Sensitive personal data collected (optional):

- Racial or ethnic origin
- Sexual orientation
- Religious beliefs
- Information regarding your criminal record
- Nationality and immigration status (only collected if you are shortlisted for interview)

For unsuccessful applicants, not shortlisted for interview, we will not collect further information from you or any third parties but we will retain details of your application. For applicants that are invited for interview, we will gather further information from your referees and other third parties to verify the details supplied within your application. We will also gather additional information directly from you during an interview.

How do we collect your information?

Most of the information we hold about you will be submitted by yourself when you complete an application form for a position advertised. We'll also need to verify some of the details you provide and this will involve collecting information from third parties, including your own referees, previous employers or educational establishments and the Disclosure and Barring Service (DBS).

How will we use the information about you?

Curious Minds are committed to fairness, equality and being transparent, particularly during recruitment. We will use the information provided to decide whether or not you have the necessary skills and attributes for the position. The shortlisting panel are given a pseudonymised version of your application to ensure there is no bias either for or against you. We need to be sure you are legally permitted to work in the UK and we take safeguarding seriously so it's necessary to check for any criminal convictions through the Disclosure and Barring Service. For both successful and unsuccessful applicants, we may use some of the information that you provide to report to our funders. All data is anonymised before it is sent.

How do we store and retain information about you?

The application forms and accompanying documents are stored electronically, in a secure 'restricted access' area of our own file server. Application forms that are returned as 'hard copies' via the post, are stored in a locked cabinet until needed, and shredded when no longer needed. All applications are pseudonymised before being passed to the shortlisting panel. We will normally keep application records for six months after the end of the recruitment process. If you are offered a position with the organisation you will then be sent a separate 'Employee Privacy Notice' detailing how your records will be held as an employee.

Who do we share your information with?

Occasionally our funders request data regarding our recruitment processes. The reports we submit to our funders do not include personal data of any kind, so it will be quite rare for us to share your information with any third parties. However, there are certain circumstances where we will do so:

- **Legal Obligation** – we are legally required to have our accounts independently audited. As such, any information that we hold on you could be accessed by our auditors, Mitchell Charlesworth (chartered accountants). We may also take recruitment advice from Ellis Whittam (HR consultants) where necessary (eg regarding visa status).
- **Vital Interests** – we have a responsibility to report any safeguarding concerns, especially if we suspect that someone is the victim of abuse, as defined by the NSPCC and NHS. In such circumstances it may be necessary to share personal data with the Disclosure & Barring Service, local Safeguarding Boards or the police. Further details can be found in our 'Safeguarding Policy and Procedures' document.
- **Legitimate Interest** – we may share anonymised returns regarding recruitment activity with funders and Arts Council England portfolio.

Access to your Information and correction

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email us at address below. We may make a small charge for this service. We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

Marketing

We will not use any information that you supply as part of the recruitment process for marketing purposes. We will not automatically add you to our various mailing lists. If you wish to be kept up to date with news, events, vacancies etc, you can subscribe to receive our newsletter by visiting www.curiousminds.org.uk/subscribe.

Contact Us:

If you have any queries regarding this policy you can contact us via: info@curiousminds.org.uk

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