



Recruitment Privacy Notice

Issued: 1 June 2018

Revised: 1 December 2019

1. What is this notice for?

The Royal Academy of Dance (RAD) has prepared this notice to make sure that you have the information that you are legally entitled to about how we handle your personal information when you apply for a job role or otherwise seek to carry out work with or for us (whether on a permanent or non-permanent basis).

If you have any comments or questions about your personal information and/or any of the information in this notice, please contact us via hr@rad.org.uk.

2. What types of information does the RAD collect about you when you make an application?

Information that we collect automatically

You can visit the [recruitment section](#) of our website and search for jobs without providing personal information. However, we do collect certain information automatically from your device when you visit our website. For further information about the information that the RAD automatically collects when you access our website please see our main corporate [Privacy Notice](#), which includes information about Cookies

Personal information collected from you

The types of personal information we collect and process when you apply for a role with the RAD includes, but is not limited to:

- **Identification data and contact details** – such as your title, name, address, email addresses, phone number and other contact information.
- **Employment/work history** – such as previous employers and job titles/positions and dates.
- **Background information** – such as academic/professional qualifications, job qualifications, education (including dates), details included in your CV/résumé (which might include details of any memberships or interests constituting sensitive personal information) and employment references.

- Details of your **nominated referees** (including their name, contact details, employer and job role).
- Details of your **immigration/visa status**.
- **Previous applications/roles** (information relating to previous applications you have made to the RAD and/or any previous employment history with the RAD).
- **Other information you voluntarily provide** throughout the process, including through interviews and skills tests or other recruitment exercises.

As a general rule, during the recruitment process, we try not to collect or process any special personal information about you unless authorised by law or where necessary to comply with applicable laws. Special personal information includes any information that reveals your racial or ethnic origin, religious, political or philosophical beliefs, genetic data, biometric data for the purposes of unique identification, trade union membership, or information about your health/sex life.

In some circumstances, we may need to collect, or request on a voluntary disclosure basis, some special personal information for legitimate employment-related purposes: for example, information about your ethnic origin or gender for the purposes of equal opportunities monitoring, compliance with anti-discrimination laws and for government reporting obligations; or information about your physical or mental condition to consider whether it is necessary to make adjustments for the recruitment process and/or subsequent job role. You may also provide other special personal information on a voluntary basis during the recruitment process.

Personal information collected from other sources

We also collect information from third party sources (in each case, where permissible and in accordance with applicable law), including for example:

- References provided by referees.
- Other background information provided or confirmed by academic institutions and training or certification providers.
- Criminal records data obtained through criminal records checks.
- Information provided by recruitment or executive search agencies (where applicable).

3. Why does the RAD process your information?

We collect and use your personal information primarily for recruitment purposes – in particular, to determine your qualifications for employment or engagement and to reach a hiring decision. This includes assessing your skills, qualifications and background for a particular role, verifying your information, carrying out reference checks or background checks (where applicable) and to generally manage the hiring process and communicate with you about it.

If you are accepted for a role at the RAD, the information collected during the recruitment process will form part of your ongoing HR record and will be processed in accordance with either our Employee Privacy Notice or Service Provider Privacy Notice (as applicable based on your employment status).

If you are not successful, we may still keep your application for up to 12 months after confirmation that your application was unsuccessful, to allow us to consider you for other suitable openings within the RAD in the future, unless you state that you do not wish us to do so or request that we delete your application.

4. Who does the RAD share your information with?

We take care to allow access to personal information only to those who require such access to perform their tasks and duties, and to third parties who have a legitimate purpose for accessing it. Whenever we permit a third party to access personal information, we will implement appropriate measures to ensure the information is used in a manner consistent with this notice and that the security and confidentiality of the information is maintained.

(i) Transfers to other offices of the RAD

We may share your information with another office of the RAD around the world in order to administer our recruitment process if the position you apply for is based in another country. These countries may have data protection laws that are different to the laws of this country (and, in some cases, may not be as protective).

(ii) Transfers to third party service providers

We may make certain personal information available to third parties who provide services relating to the recruitment process to us, including:

- Recruitment or executive search agencies which we may use from time to time and which may be involved in your recruitment;
- Background checking or other screening providers and relevant local criminal records checking agencies where applicable for successful applicants, e.g. Due Diligence Checking Ltd and
- Data storage, shared services and recruitment platform providers, IT developers and support providers and providers of hosting services in relation to our careers website, e.g. Access.

(iii) Transfers to other third parties

We may also disclose personal information to third parties on other lawful grounds, including:

- To comply with our legal obligations, including where necessary to abide by law, regulation or contract, or to respond to a court order, administrative or judicial process, including, but not limited to, a subpoena, government audit or search warrant;
- In response to lawful requests by public authorities (including for tax, immigration, health and safety, national security or law enforcement purposes);
- As necessary to establish, exercise or defend against potential, threatened or actual litigation;
- Where necessary to protect the vital interests of you or another person;
- In connection with the funding, growth or other charitable activities of the RAD; and/or
- With your consent.

5. What is the legal basis for the RAD's processing of your personal information?

Our legal bases for processing your personal information and, where relevant, your special personal information as part of the recruitment process will depend on the specific information concerned. Some of the bases we rely on are:

- Our legitimate interests (as summarised above in Section 3) (which are not overridden by your data protection interests or fundamental rights and freedoms, particularly taking into consideration the safeguards that we put in place, for example, those outlined in Section 4 above);
- To comply with applicable immigration and/or employment laws and regulations;
- To take steps prior to entering an employment contract with you (where you are considered for employment);
- In circumstances where you have made the data public;
- Where we have your consent to do so. Where we have requested your consent to process your data, you have the right to withdraw your consent at any time;
- To protect the rights and interests of the RAD, our employees, applicants and others, as required and permitted by applicable law.
- For reasons of substantial public interest in accordance with relevant law.

If we ask you to provide personal information to comply with a legal requirement or to perform a contract with you, we will make this clear at the relevant time and advise you whether the provision of your personal information is mandatory or not (as well as of the possible consequences if you do not provide your personal information).

If you have questions about or need further information concerning the legal basis on which we collect and use your personal information, please contact us via hr@rad.org.uk.

6. How will your information be transferred if it is transferred out of this country?

If you apply for a position based in another country and we export your personal information to that country, we will take steps to ensure that such a data export complies with applicable laws. For example, if we transfer personal information from the European Economic Area to a country outside it, such as the United States, we will implement an appropriate data export solution such as entering into EU standard contractual clauses with the data importer, or taking other measures to provide an adequate level of data protection under EU law. If and when such a transfer takes place and you want access to information about the safeguard in place please contact us via hr@rad.org.uk.

7. How long does the RAD keep your data for?

Personal information will be stored in accordance with applicable laws and kept as long as needed to carry out the purposes described in this notice or as otherwise required by applicable law. Generally this means your personal information will be retained for a period of up to 12 months after confirmation that your application was unsuccessful unless you state that you do not wish for this to happen or request that we delete your application.

Where we undertake vetting for certain positions (where permissible and in accordance with applicable law), we will destroy the information obtained by a vetting exercise as soon as possible, or in any case, within 6 months (retaining only a record of the result).

In general, we will not hold recruitment records beyond the statutory period in which a claim arising from the recruitment process may be brought unless there is a clear business reason for exceeding this period.

8. What rights do you have in relation to your information?

You have numerous rights available to you under applicable data protection laws and may exercise them as follows:

- If you wish to **access, correct, update or request deletion** of your personal information, you can do so at any time by contacting us via hr@rad.org.uk.
- In addition you can **object to processing** of your personal information, ask us to **restrict processing** of your personal information or **request portability** of your personal information. Again, you can exercise these rights by contacting us via hr@rad.org.uk.
- If we have collected and processed your personal information with your consent, then you can **withdraw your consent** at any time. Withdrawing

your consent will not affect the lawfulness of any processing we conducted prior to your withdrawal, nor will it affect processing of your personal information conducted in reliance on lawful processing grounds other than consent.

- You have the **right to complain to a data protection authority** about our collection and use of your personal information. For more information, please contact your local data protection authority. Of course, we would prefer you to raise any concerns with the RAD directly first via hr@rad.org.uk.

We respond to all requests we receive from individuals wishing to exercise their data protection rights in accordance with applicable data protection laws.