

To all Applicants

Data protection privacy notice (Recruitment)

In compliance with current legislation governing data protection, I enclose a data protection privacy notice. Please read the notice carefully and keep it in a safe place as it contains important information about:

- who collects personal information about you;
- which information we collect and how and why we do so;
- how we use the information and who we may share it with;
- where we may hold your personal information;
- how long we keep your information;
- your rights to correct and access your information and to ask for it to be erased;
- details of where you can find further information about some of the matters listed above; and
- how to complain if we get things wrong and cannot resolve them for you.

Please do not hesitate to contact the Director of Finance, Planning and Performance who can be contacted by email at info@ncm.org.uk or by telephone on 01924 848806 who will be pleased to help with any queries you might have.

Yours sincerely



Lynn Dunning

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Find us on Facebook, X, Instagram, and Tripadvisor

National Coal Mining Museum for England Trust Limited (The Trust)

Data protection privacy notice (recruitment)

This notice explains what personal data (information) we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation. Please ensure that you read this notice (sometimes referred to as a 'privacy notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

Who collects the information

The Trust is a 'data controller' and gathers and uses certain information about you and so, in this notice, references to 'we' or 'us' mean the Trust.

Data protection principles

We will comply with the data protection principles when gathering and using personal information, as set out in our data Protection Policy.

About the information we collect and hold

The table set out in Part A of the Schedule below summarises the information we collect and hold, up to and including, the shortlisting stage of the recruitment process, how and why we do so, how we use it and with whom it may be shared.

The table in Part B of the Schedule below summarises the additional information we collect before making a final decision to recruit, ie before making an offer of employment unconditional, how and why we do so, how we use it and with whom it may be shared.

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

Where information may be held

Information may be held at our offices, and third party agencies, service providers, representatives and agents.

How long we keep your information

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed.

We will keep recruitment information (including interview notes) for no longer than is reasonable, taking into account the limitation periods for potential claims such as race or sex discrimination (as extended to take account of early conciliation), after which they will be destroyed. If there is a clear business reason for keeping recruitment records for longer than the recruitment period, we may do so but will first consider whether the records can be pseudonymised, and the longer period for which they will be kept.

If your application is successful, we will keep only the recruitment information that is necessary in relation to your employment, further information on which is contained within the Data Protection Privacy (Employment) Notice.

Further details on our approach to information retention and destruction are available in our Record Retention (Employment) Policy.

Your rights to correct and access your information and to ask for it to be erased

Please contact the Director of Finance, Planning and Performance, who can be contacted by email on info@ncm.org.uk or by telephone on 01924 8848806 if (in accordance with applicable law) you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask the Director of Finance, Planning and Performance for some but not all of the information we hold and process to be erased (the 'right to be forgotten') in certain circumstances. Our Director of Finance, Planning and Performance will provide you with further information about the right to be forgotten, if you ask for it.

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

How to complain

We hope that the Director of Finance, Planning and Performance can resolve any query or concern you raise about our use of your information. If not, contact the Information Commissioner at <https://ico.org.uk/concerns/> or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.

THE SCHEDULE
ABOUT THE INFORMATION WE COLLECT AND HOLD

Part A**Up to and including the shortlisting stage**

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
Your name and contact details (eg address, home and mobile phone numbers, email address)	From you	Legitimate interest: to carry out a fair recruitment process Legitimate interest: to progress your application, arrange interviews and inform you of the outcome at all stages	To enable HR personnel or the manager of the relevant department to contact you to progress your application, arrange interviews and inform you of the outcome To inform the relevant manager or department of your application
Details of your qualifications, experience, employment history (including job titles, salary and working hours)	From you, in your application documentation and interview notes (if relevant)	Legitimate interest: to carry out a fair recruitment process / Legitimate interest: to make an informed decision to shortlist for interview and (if relevant) to recruit	To make an informed recruitment decision
Details of your referees	From you	Legitimate interest: to carry out a fair recruitment process	To carry out a fair recruitment process To comply with legal/regulatory obligations Information shared with relevant managers, HR personnel and the referee

Part B**Before making a final decision to recruit**

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
Information about your previous academic and/or employment history from references obtained about	From your referees (details of whom you will	Legitimate interest: to make an informed decision to recruit To comply with our	To obtain the relevant reference about you To comply with

<p>you from previous employers and/or education providers, together with any general referees in support of your suitability for the post <input type="checkbox"/></p>	<p>have provided)</p>	<p>legal obligations Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice</p>	<p>legal/regulatory obligations Information shared with relevant managers and HR personnel</p>
<p>Information regarding your academic and professional qualifications <input type="checkbox"/></p>	<p>From you, from your education provider, from the relevant professional body</p>	<p>Legitimate interest: to verify the qualifications information provided by you</p>	<p>To make an informed recruitment decision</p>
<p>Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information <input type="checkbox"/></p>	<p>From you and, where necessary, the Home Office</p>	<p>To enter into/perform the employment contract To comply with our legal obligations Legitimate interest: to maintain employment records</p>	<p>To carry out right to work checks Information may be shared with the Home Office</p>
<p>A copy of your driving licence if potential use of the Museum car is a requirement of your role <input type="checkbox"/></p>	<p>From you</p>	<p>To comply with the terms of our insurance</p>	<p>To make an informed recruitment decision To ensure that you have a adequate driving licence, if a requirement of your role Information may be shared with our insurer</p>

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked ‘’ above to us to enable us to verify your right to work and suitability for the position.