



Job Applicant Privacy Notice

Alexandra Park and Palace Charitable Trust and its trading subsidiary APTL hereafter known as Alexandra Palace is committed to being transparent about how it collects and uses the personal data and to meeting its data protection obligations. As part of any recruitment process, Alexandra Palace collects and processes personal data relating to all job applicants.

Data controller: Alexandra Palace, Alexandra Palace Way, London, N22 7AY. As data controller, we are responsible for deciding how we hold and use personal data about job applicants and we are required under data protection legislation to notify you of the information contained in this privacy notice.

Catherine Solomon, Director of Human Resources and Organisational Development, 0208 3654399 is responsible for this privacy notice.

For data protection enquires: Natalie Layton Executive PA to CEO and DCEO. 0208 3654335

What information do we collect?

Alexandra Palace collects 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 current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- information you provide to us during an interview; and
- information about your entitlement to work in the UK.

We collect this information in a variety of ways. For example, data might be contained in CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

Alexandra Palace may also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. Alexandra Palace 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 will be stored in a range of different places, including on your application record and recruitment folders and on other IT systems (including email).

Why do we process personal data?

Alexandra Palace needs to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into 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.

Alexandra Palace has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the



recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

Alexandra Palace may process special categories of data, such as information about ethnic origin, sexual orientation or religion or 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. Alexandra Palace processes such information to carry out its obligations and exercise specific rights in relation to employment. Less commonly, we may use special categories of personal data where it is needed in relation to legal claims or where you have already made the information public.

For some roles, Alexandra Palace is obliged to seek information about criminal convictions and offences. Where we seek this information, we do so because it is necessary for it to carry out our obligations and exercise specific rights in relation to employment, safeguarding and charity law.

If your application is unsuccessful, we may keep your personal data on file in case there are future employment opportunities for which you may be suited. We will ask for your consent before we keep your data for this purpose and you are free to withdraw your consent at any time.

Who has access to data?

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

Alexandra Palace 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 for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks if applicable.

Alexandra Palace will not transfer your data outside the European Economic Area.

How does Alexandra Palace protect data?

Alexandra Palace takes the security of your data seriously. We have 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.

How long does Alexandra Palace keep data?

If your application for employment is unsuccessful, we will hold your data on file for 6 months after the end of the relevant recruitment process. If you agree to allow Alexandra Palace to keep your personal data on file, we will hold your data on file for a further 6 months for consideration for future employment opportunities. At the end of that period or once you withdraw your consent, 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. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

As a data subject, you have a number of rights. You can:

- **request access and obtain a copy of your data** (commonly known as a subject access request);



- **ask the organisation to change incorrect or incomplete personal data;**
- **ask the organisation to delete or stop processing your data**, for example where the data is no longer necessary for the purposes of processing;
- **request the transfer of your personal data** to another party; and
- **object to the processing of your personal data** where the organisation is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact Catherine Solomon
catherine.solomon@alexandrapalace.com

If you believe that Alexandra Palace has not complied with your data protection rights, you can complain to the Information Commissioner: 0303 123 1113. 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 Alexandra Palace 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.

Alexandra Palace will review and ensure compliance with this policy at regular intervals.

Date	Version	Author	Amendments