



Applicant Privacy Notice

Theatre Hullabaloo is a charity and is funded by Arts Council England as well as various trusts, foundations and individual donors and supporters. Our registered charity number in England and Wales is 279690 and we are also registered as a company in England and Wales under registration number 01458421.

Theatre Hullabaloo is the trading name of Cleveland Independent Theatre Company Ltd.

As part of any recruitment process, the organisation collects and processes personal data relating to applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

Data collection

We 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 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, and
- information about your entitlement to work in the UK
- equal opportunities monitoring information, including information about your gender, disability status, age and ethnic origin.

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

We may also collect personal data about you from third parties, such as references supplied by former employers. The organisation will seek information from third parties only once a job/role 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, in HR management systems and on other IT systems (including email).

Personal data processing

The organisation needs to process data to take steps at your request prior to entering into a contract with you. It 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 it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

We have 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. The organisation may also need to process data from job applicants to respond to and defend against legal claims.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information

We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. The organisation processes such information to carry out its obligations and exercise specific rights in relation to employment.

We are obliged to seek information about criminal convictions and offences (with your consent) – where legally necessary. Where the organisation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The organisation will not use your data for any purpose other than the recruitment exercise for which you have applied.

Data access

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of staff or board members involved in the recruitment process, interviewers involved in the recruitment process, and IT staff if access to the data is necessary for the performance of their roles.

We will not share your data with third parties, unless your application is successful and it makes you an offer of employment. The organisation will then share your data with former employers to obtain references for you and employment background check providers to obtain necessary background checks.

The organisation will not transfer your data outside the European Economic Area.

Data security and retention

The organisation 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.

If your application for employment is unsuccessful, the organisation will hold your data on file for 6 months after the end of the relevant recruitment process. At the end of that period, 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.

Access to information

As a data subject, you have a number of rights. 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, for example where the data is no longer necessary for the purposes of processing, and
- object to the processing of your 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 Theatre Hullabaloo by emailing info@theatrehullabaloo.org.uk

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

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

Automated decision-making

Recruitment processes are not based solely on automated decision-making.

Contact us

Please get in touch with us if you have any questions about any aspect of this privacy policy by emailing info@theatrehullabaloo.org.uk