Job Applicant Privacy Notice

About this document

Doreen Bird College of Performing Arts Ltd ("we", "our", "us") may hold some personal details about you. This document explains why we have that information, how we use, manage and protect that information and your rights relating to that information.

What personal data do we hold?

We may hold all or some of the following categories of personal information about you:

1. Name
2. Business email address
3. Business telephone number
4. Mobile phone number
5. Bank Account details
6. Date of Birth
8. Ethnicity
9. Home email address
10. Home telephone number
11. National Insurance number
12. Marital Status
13. Nationality
14. Gender
15. Home postal address

Where did we get your data from?
You provided us with the personal data we hold

What is the legal basis and purpose for our holding your personal data?
The Personal Data we hold and process is necessary for the performance of the recruitment process

What we do with your personal information?
We use your information to facilitate the shortlisting process of your application

What we don't do with your personal information

- We do not use your information for profiling or automated decision making
- We don't transfer your information outside of the European Union

How long do we keep your personal data?
We will retain your personal information for 6 months after the application is received or for the duration of your employment with us, should you be appointed, and for some of the data, for a further 6 years because of our legal obligations. Bank account and next of kin information will be deleted once you have received your final salary payment and when that information is no longer required.
All other Personal information relating to performance, disciplinary information, skills and general communications about you and with you will be retained for three months after you are no longer an employee of BIRD so that we can provide a reference for you, if you require us to do so.

What are your personal data rights?
If at any point you believe the personal information, we hold on you is incorrect, you want us to correct or delete that information, or you no longer want us to hold that information or contact you, you can exercise your rights under the current Data Protection laws. These rights include:

- Right of access
- Right to rectification
- Right to erasure
- Right to restriction of processing
- Right to data portability
- Right to object

Please note, we will not be able to delete information that is required to maintain our business purpose or that is required to facilitate your contract of employment.

For more information about your personal data rights please visit the Information Commissioner Office website at:
https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/

Who do I contact if I have an issue with my personal information that you hold?
If you have any queries about this privacy notice or how we process your personal data, you can contact our Data Protection Officer, Kerensa Gardner by email dpo@birdcollege.co.uk; or by post: Kerensa Gardner, BIRD Conservatoire, Alma Road, Sidcup, London DA14 4ED.

To request access to the personal data that we hold about you, you can contact our Data Protection Officer, Kerensa Gardner by email dpo@birdcollege.co.uk; or by post: Secretary to the Board of Directors, C/O Kerensa Gardner, BIRD Conservatoire, Alma Road, Sidcup, London DA14 4ED.

How do I make a complaint about how my personal data is being held or processed?
If you wish to raise a complaint on how we have handle your personal data, you can contact our Data Protection Officer who will investigate the matter.
If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office (ICO). Their Helpdesk number is 0303 123 1113.

I have read and understand this Privacy statement.

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