

Privacy Notice for Job Applicants

In order to comply with our contractual, legal and management obligations and responsibilities we process personal data of applicants in relation to an application for employment.

The term 'processing' includes the initial collection of personal data, the holding of such data, as well as access and disclosure, through to final destruction.

Any access to personal data is limited only to those that need to process the data and those who need to see the relevant data in relation to your application.

Data is processed as follows:

- **Legitimate Interest:** Information is provided by you either via an application form or CV and in answers to our interview questions where relevant. Relevant personal data as a result of you providing it represents a legitimate interest on our part to process your application of employment.
- **Legal obligations:** To comply with our legal obligations a right to work check, which includes ethnic origin and racial data, along with us requiring to see your passport, is completed at the interview stage for all applicants invited for an interview.

If your application is successful this could involve processing sensitive personal data in relation to any offer of employment. Details of this will be provide with any offer of employment.

Disclosure of Personal Data to Other Bodies

We will not disclose personal data to third parties for most of our recruitment. The exception to this will be during the audition and recruitment process for some fixed-term show-based contracts for roles including actors and stage management where application forms and CVs may be shared with our creative partners.

Data Retention

All data is retained for 6 months from the date of short-listing for interview. After this time all records will be securely destroyed.