

## Isles of Scilly Cultural Centre & Museum

### Trustee Recruitment

#### Privacy Notice

**Data controller: Council of the Isles of Scilly**

**Data protection officer: Simon Mansell email: [dpo@scilly.gov.uk](mailto:dpo@scilly.gov.uk)**

As part of the trustee 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.

#### WHAT INFORMATION DO WE COLLECT?

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;

We will only collect the data you supply through your application to become a member of the Board of Trustees, and any associated references.

We will store your data range of different places, including on your application record, in Council of the Isles of Scilly's management systems and other IT systems (including email).

#### WHY DOES THE ORGANISATION PROCESS PERSONAL DATA?

The organisation needs to process your data in order to consider your application to join the Cultural Centre and Museum Board of Trustees. It also needs to process your data to make an offer to join the Board and formalise that appointment within the new organisation. In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations.

The organisation has a legitimate interest in processing personal data during the trustee recruitment process and for keeping records of the process. Processing data from trustee applicants allows the organisation to manage the recruitment process, assess and confirm a candidate's suitability for the role and decide to whom to offer the position.

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

#### WHO HAS ACCESS TO DATA?

*If you make any informal enquiries about the post, your email will be sent to a third-party external consultant for the purposes of response. Your email and enquiry will not be held for longer than 30 days by our external consultant.*

Your information will be shared internally within the Council for the purposes of the recruitment exercise. It will also be shared with third party organisations who are involved in the Cultural

Centre and Museum project board, including representatives from key funders and external consultants in governance.

The organisation will share your data with referees 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.

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

## HOW WE PROTECT YOUR DATA

We take the security of your data seriously. We have 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. This is detailed in the Data Protection Policy.

## HOW LONG DO WE KEEP YOUR DATA?

If your application to join the Board of Trustees is unsuccessful, we will hold your data on file for 6 months after the end of the relevant recruitment process. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

If your application to join the Board of Trustees 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:

- 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;
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
- ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact us by emailing [CCAMtrustees@scilly.gov.uk](mailto:CCAMtrustees@scilly.gov.uk)

You can make a subject access request by completing the Council of the Isles of Scilly's form for making a subject access request and emailing to [sar@scilly.gov.uk](mailto:sar@scilly.gov.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.

