



tamasha

Tamasha Recruitment Privacy Policy

As part of recruitment policy and in line with our obligations under data protection legislation, Tamasha collects and processes personal data relating to all job applicants. We are committed to being transparent about how we collect and process that data and, and to ensuring that we meet our data protection obligations.

What information do we collect?

Tamasha collects a range of personal information about you. This includes: your contact details, including email address and telephone number; details of your qualifications, skills, experience and employment history; information about your current level of remuneration; 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.

The information may be collected in a variety of ways. For example, data might be contained in application forms, your CV, or collected through interviews or references supplied by third parties, such as your former employers. We will only seek information from third parties once a job offer to you has been made, and will inform you that we are doing so. Data will be stored in your application record, in recruitment management systems and on other IT systems (including email).

Who has access to data?

Your information may be shared internally for the purposes of the recruitment. This includes members of the senior management team, and other members of staff, plus the Board of Trustees (for senior management roles only). We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment, in which case we will need to share your data with former employers to obtain references for you, and with relevant authorities when we are undertaking any necessary background or residency checks.

Why does Tamasha process personal data?

Tamasha 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, assess and confirm a candidate's suitability for employment and decide who we should offer a job. We 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 relevant legal requirements, such as checking that you have a right to work in the UK for example.

Tamasha also processes equal opportunities monitoring data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. We also collect information about whether or not an applicant has any access needs that we should make a reasonable adjustment for at interview.

If your application is unsuccessful, Tamasha 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.

How does Tamasha protect data?

We take 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 appropriate employees in the proper performance of their duties.

How long will your data be kept?

If your application for employment is unsuccessful, the organisation will hold your data on file for a maximum of 12 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. You will be asked when you submit your application whether you give us consent to hold your details for the full 12 months in order to be considered for other positions or not.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your HR file (electronic based) and retained during your employment. The periods for which your data will be held will be provided to you in your contract of employment.

If as part of your application or offer of employment you provide information on any criminal convictions this information will be kept confidentially and separate from your application or HR files for a maximum of 6 months, to allow for the consideration and resolution of any disputes or complaints. After this retention period the information will be destroyed by secure means (eg shredding, burning or pulping).

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;

If you would like to exercise any of these rights, please contact us on admin@tamasha.org.uk

If you believe that Tamasha has not complied with your data protection rights, you can complain to the Information Commissioner – www.ico.org.uk