

Royal Household Applicant Privacy Notice

This privacy notice is designed to inform you how the Royal Household Applicant process collects, processes, shares and stores your personal data.

What information do we collect?

As part of the recruitment process we collect and process a range of personal and sensitive data about you. The data we collect when you submit an application form includes:

- Your name, address, telephone numbers, email address, gender, date of birth, marital status, criminal history (if relevant), right to work and ID documentation, race/ethnic origin and disability (if relevant)

If you are a successful applicant, some of our on-boarding processes mean we may also collect sensitive personal data about you, for example:

- Your physical and/or mental health, pregnancy/maternity (if relevant), National Insurance number, bank details and photographs.

On occasions we will ask you to provide information of third parties, for example:

- Your emergency contact, pension and life insurance beneficiaries, your family members (as part of our security checks) and your referees.

How is it collected?

Your personal data is usually provided to us by you either directly or through our third party supplier. The data is collected in different ways:

- In emails you send us;
- In information you enter onto our online recruitment portal;
- In forms you complete and send to us.

Why do we collect it?

If you have applied for one of our vacancies, some of the information is because you have given us your **consent**. If the basis for collecting and processing your data is based on your active consent, you also have the right to withdraw that consent at any time (and if you do, we will inform you of any consequences of doing so).

Other information we collect is out of a **contractual necessity** so both the Royal Household and you are fulfilling the obligations under your new contract of employment.

Other times we collect the data because we believe it is a **legitimate interest** of the organisation to process the information e.g. we collect information on your protected characteristics so we can monitor and improve diversity in the applicant process and in our employee profile across the organisation.

How do we use your personal data?

We process your data in order to:

- Allow you to be able to apply for vacancies at the Royal Household.
- Take you through our security and vetting procedures (if you are invited to an interview or are a successful applicant).
- Monitor trends in our recruitment processes which inform our decision-making.

How is it stored?

Your personal data is stored in a number of ways:

- On our online recruitment portal
- In emails we exchange with you
- In a restricted access HR electronic shared drive on our secure IT network
- On our HR database
- Our security database
- Our visitor registration system

Who will it be shared with?

We may need to share your data with and/or obtain information from some third parties:

- Our HR system suppliers
- The Home Office for security clearances
- Our legal representatives e.g. solicitors
- Your referees
- Our pension provider

If we think that from your application that your skills and experience might make you a suitable applicant for other roles within the Royal Households, we may share your application details, on a strictly confidential basis with the recruitment team responsible for the vacancy.

How do we protect your data?

We take the security of your data very 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 employees in the proper performance of their duties.

Where we engage third parties to process personal data on our behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data in line with the relevant legislation.

How long do we keep it?

Your application account is active as long as you choose it to be but your application forms are kept for two years before being deleted.

If you attend an interview but are not successful, your interview notes will be destroyed after six months.

If you are successful, your interview notes will be placed on your employee file when you start and your on-boarding paperwork is either kept until six years after your employment ends, or is sent to the Royal Archives, in line with our retention schedules.

What are my rights?

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- ask us to change incorrect or incomplete data;
- ask us 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 we are relying on our legitimate interests as the legal ground for processing

Contact information and further advice

The Keeper of the Privy Purse is the registered Data Controller for The Queen's Household.

If you would like to contact the Information Assurance team please email: privacy@royal.uk

If you have concerns about the use of your personal data, the Information Commissioner's Office is an independent body set up to uphold information rights in the UK. They can be contacted through their website: www.ico.org.uk or their helpline on 0303 123 1113, or in writing to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF