

Data Privacy Notice – Scone Palace & Estate Job Applicants

Stormont Trading LP, Scone Palace, Perth, PH2 6BD

Stormont Trading LP (who is the Data Controller of any personal data you provide to us) is committed to protecting the privacy and security of your personal data. This privacy notice describes how we collect and use personal information about you in accordance with the UK General Data Protection Regulation (UK GDPR), when you apply for a job at Scone Palace whether as an employee, worker or contractor. It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for. It provides you with certain information that must be provided under the UK GDPR.

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes
- Relevant to the purposes we have told you about and limited only to those purposes
- Accurate and kept up to date
- Kept only as long as necessary for the purposes we have told you about
- Kept securely

What we need

In order to process your application we require to collect, store, and use the following categories of personal data about you:

- Your name, address and contact details, including email address and telephone number so we can get in touch with you
- Personal details including name, title, date of birth and gender
- Details of your qualifications and employment history, including the information you provide in a CV and covering letter to build a picture of your skills, experience and interests in order to assess your suitability for employment or work opportunities
- Information you provide to us during an interview
- Information about your current level of remuneration
- Information about your entitlement to work in the UK
- Contact details for references; it is your responsibility to obtain consent from references before providing their personal information to us
- Whether or not you have a health condition or disability for which Stormont Trading LP needs to make reasonable adjustments during the application process
- We may also collect, store and use information about criminal convictions and offences

How is your personal information collected?

Stormont Trading LP may collect this information in a variety of ways. For example, data might be contained in application forms, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

Stormont Trading LP may also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

What do we do with it?

For the purposes of the UK GDPR, Stormont Trading LP has a legitimate interest in processing personal data during the application process and in keeping records of the process to appoint a suitable candidate. We will use your personal information to assess your suitability for the role, to carry out background checks if required, to communicate with you and to keep records related to the recruitment process. In some cases, Stormont Trading LP needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment. We will also process your personal information to decide whether to enter into a contract with you.

Stormont Trading LP may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. It may also collect information about the disability status of applicants to make reasonable adjustments during the recruitment process. Stormont Trading LP processes such information to carry out its obligations and exercise specific rights in relation to employment. Stormont Trading LP may also need to process data from job applicants to respond to and defend against legal claims.

Providing your job application data is voluntary, however, if you choose not to provide all the data that is requested for your application, our ability to consider you as a candidate may be limited or we may be prevented from meeting our legal obligations (such as to ensure your health and safety) and unable to take your application further.

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason, and that reason is compatible with the original purpose. If we need to use your data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

All the personal data we process about you for this purpose is kept and processed within the UK.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

How we use particularly sensitive personal information

We do not need your consent if we use special categories of your personal information to carry out our legal obligations. In limited circumstances we may approach you for your written consent to allow us to process certain particularly sensitive data. If we do so, we will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

Information about criminal convictions

We envisage that we will process information about criminal convictions where it is appropriate to do so in respect of a particular role and will inform you of this when we make an offer.

We will collect information about your criminal convictions history if we would like to offer you such work (conditional on checks and any other conditions, such as references, being satisfactory). We are entitled to carry out a criminal records check in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for particular roles. In particular, where the role of requires a high degree of trust and integrity since it involves dealing with and responsibility for the safeguarding and security of Scone Palace and its visitors and access to priceless artifacts.

We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such data.

Automated Decision Making

We do not envisage that any decisions that will have a significant impact on you will be taken about you using automated means, however we will notify you in writing if this position changes.

Who has access to your data?

Your information may be shared internally for the purposes of the recruitment process. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the service area with a vacancy if access to the data is necessary for the performance of their roles.

We may have to share your data with third parties, including other entities within the Scone group and third-party service providers, for example IT network support (including remote support) and professional advisers where necessary, who may be party to confidential discussions related to an individual. We may share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and Disclosure Scotland and/or the Disclosure and Barring Service to obtain any necessary criminal records checks.

We require third parties to respect the security of your data and treat it in accordance with the law. We will share your information with third parties where required by law, where it is necessary to administer our relationship with you or where we have another legitimate interest. All our third party service providers are required to take

appropriate security measures to protect your personal information in line with our policies. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

Data Security

Stormont Trading LP takes 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, or subject to unauthorised access.

Where necessary, we implement appropriate network access controls, user permissions and encryption to protect data.

Where we engage third parties to process personal data on our behalf they are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Data Retention

If your application for employment is unsuccessful, Stormont Trading LP will hold your data on file for 6 months after the end of the relevant recruitment process. At the end of that period, your data is deleted or destroyed in accordance with our procedures. If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. At that point you will be provided with a new privacy notice.

What are your rights?

Please note you have rights in relation to your personal data held by Stormont Trading LP. You can request access to your personal data and/or in certain circumstances ask us to:

- rectify inaccurate personal data
- erase your personal data from our records
- restrict our processing
- object to our processing; and
- transfer your personal data that you give us to a third party or yourself

You will not have to pay a fee to access your personal information. However, if we think that your request is unfounded or excessive, we may charge a reasonable fee or refuse to comply with the request. We will need to confirm your identity and ensure your right to exercise your legal rights. This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

It is important that the personal information we hold about you is accurate and current, therefore, please keep us informed if your personal information changes.

Who to contact

To exercise all relevant rights listed above, queries or complaints please in the first instance contact: The Chief Executive, Scone Palace, Perth, PH2 6BD or help@scone-palace.co.uk

If you remain dissatisfied about our handling of your personal data, then you have the right to complain directly to the Information Commissioner Office (ICO).

For more info: www.ico.org.uk

Changes to this privacy notice

We reserve the right to update this privacy notice at any time, and we will provide current candidates with a new privacy notice when we make substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

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