

## Staff Privacy Notice

During your application for a position and employment with the Courtauld you will be asked to provide some personal information for our records. The statement below explains how the Courtauld will process this data. Your application data will form part of your staff record.

Your data will be processed by the Courtauld, a data controller under the definitions of the Data Protection Act 2018 and UK General Data Protection Regulation Retained Regulation (EU) 2016/679 (UK GDPR).

Please note, that additional checks and standards apply to [Known Consignor](#) positions at The Courtauld. More details, including DBS criminal record checks, are outlined in a separate application form and explained during your interview.

### 1. Where we collect your personal data from

Your personal data is collected from the following sources:

- a) you you provide data through application forms, CVs, resumes, identity documents, interviews, forms completed by you at the start of or during employment, correspondence with the College, meetings or other assessments
- b) third parties The Courtauld obtains data from various organisations such as your former employers, companies that conduct criminal records checks on behalf of The Courtauld.

- records of absences and information around resignation or termination of employment);
- h) information about your previous employment (such as job titles, work history, working hours, training records, professional memberships, salary / compensation history), and details of any gaps in the last 5 years, where relevant to the role;
  - i) your performance with us (such as appraisal information, individual performance reviews and colleague and customer feedback);
  - j) information relating to benefits (such as occupational health records and referrals, sick pay, pensions, insurance and parental leave);
  - k) information about medical or health conditions, including whether or not you have a disability for which the organisation needs to make reasonable adjustments
  - l) equality and diversity monitoring information, including information about your ethnic origin, sexual orientation, gender identity, health and religion or belief.
  - m)
  - n) vehicle information (such as driving licence number, vehicle registration and driving history);
  - p) security information (such as CCTV footage and key card information);  
and
  - q) information about your use of our information and communications systems (such as emails, calls, correspondence and other information and communication

employees are receiving the pay or other benefits to

