

Recruitment Privacy Notice – Tate Galleries & Tate Enterprise

Last updated: October 2025

As part of any recruitment process, Tate acts as the data controller and collects and processes personal data relating to applicants. We are committed to being transparent about how we collect and use this information, and to meeting our data protection obligations.

What information do we collect?

We collect and process a range of information about you, including:

- Your name, address and contact details (including email address and telephone number)
- Details of your qualifications, skills, experience and employment history
- Information about your current or expected level of remuneration, including benefit entitlements
- Whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process
- Information about your entitlement to work in the UK
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief (where provided voluntarily)
- Emergency contact details

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

Why do we process personal data?

We need to process data to take steps at your request prior to entering a contract with you, and to meet our legal obligations (such as checking eligibility to work in the UK). We also have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing applicant data allows us to manage recruitment, assess your suitability for employment, and decide to whom to offer a role.

Special category data (such as health or equal opportunities information) is processed where it is necessary for the purposes of carrying out obligations in employment and ensuring meaningful equal opportunity monitoring.

How is your data stored?

Application management

We use Tribepad, our applicant tracking system, to manage the recruitment process. Your application data is stored securely within Tribepad. Tribepad acts as a data processor on our behalf and only processes your personal data in line with our instructions. Tribepad provides the following services to us:

- Hosting and maintaining the online application portal
- Storing your application and supporting documents securely
- Enabling our HR team and recruiting managers to review, shortlist and communicate with applicants
- Providing functionality such as candidate accounts, so you can log in to track your application or update your information
- Running reporting tools that help us monitor the effectiveness of our recruitment campaigns and equal opportunities policies

When you apply for a role through Tribepad, your application may be subject to automated shortlisting. This means the system compares the information you provide (such as your responses to application questions, qualifications and experience) against the requirements of the role. Applicants who do not meet essential criteria may not be progressed further.

Where automated shortlisting is used, you will not always have your application reviewed by a member of staff unless you meet the minimum requirements set for the role. You have the right to request that your application is reviewed by a member of staff, to express your point of view, or to contest an automated decision. If you would like to exercise these rights, please contact our recruitment team: jobs@tate.org.uk

Pre-employment checks

As part of our recruitment process, we use uCheck to carry out background screening checks, such as criminal record (DBS) checks and Right to Work verification. uCheck processes your personal data on our behalf in accordance with data protection law and only for the purpose of completing these checks. uCheck acts as a data processor and will retain your information securely for as long as necessary to fulfil these purposes.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR team, interviewers involved in the recruitment process, and managers in the area with a vacancy. We will share your data with our trusted service providers who process it on our behalf for recruitment purposes (for

example, to manage applications through our recruitment system). We will only share your information more widely if your application is successful, such as to obtain references, conduct background checks, or complete pre-employment screening.

How long do we keep data?

If your application is unsuccessful, we will keep your personal data for 12 months after the end of the relevant recruitment process. At the end of that period, your data is deleted or destroyed. If your application is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.

Your rights

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

- Access and obtain a copy of your data on request
- Ask us to change incorrect or incomplete data
- Require us 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 we are relying on our legitimate interests as the legal ground for processing
- Ask us to restrict the processing of your data in certain circumstances

If you would like to exercise any of these rights, please contact the Data Protection Officer: dpo@tate.org.uk. We will acknowledge receipt and respond within one month.

If you believe that we have not complied with your data protection rights, you can complain to the Information Commissioner's Office (ICO): [Information Commissioner's Office](#)

Contact

If you have any questions about this privacy notice or how we handle your information, please contact our Data Protection Officer.

Email: dpo@tate.org.uk

Address:

Data Protection Officer

The Board of Trustees of the Tate Gallery

Tate

Millbank

London SW1P 4RG