

TATE CANDIDATE PRIVACY NOTICE

Effective from May 2018; *Last updated: December 2025*

1. What is the purpose of this document?

The Board of Trustees of the Tate Gallery ("Tate") is committed to protecting the privacy and security of personal information provided by an individual in connection with seeking employment at Tate, making applications for jobs and participating in our recruitment and selection process ("candidate", with "you" and "yours" interpreted accordingly).

This privacy notice describes how we collect and use personal information about you; prior to, during and after the recruitment process.

We do this in accordance with the General Data Protection Regulation, the UK Data Protection Act 2018, other UK and EU laws that regulate the collection, processing and privacy of your personal information (together "Data Protection Law") as well as relevant best practice guidance issued by the Information Commissioner's Office ("ICO").

Please ensure that you read this privacy notice and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

2. Who is the data controller?

Tate is a 'data controller' in respect of your personal information. This means we are responsible for deciding how we hold and use personal information. As a data controller we are required under Data Protection Law to notify you of the information contained in this privacy notice.

3. What personal information do we hold about you?

We collect, store and use the following categories of personal information about you:

- Personal contact details such as name, title, address, telephone numbers and personal email address
- Information you provide on an application form, in a curriculum vitae (CV) or a covering letter or as part of applying for employment at Tate, including current and previous employment history, current salary and notice period, education history, training records and professional memberships, names and details of referees, details of relationships with present or past Tate employees or Trustees
- Date of birth and age
- Nationality
- Information about gender, gender identity, race, ethnicity, religious or other beliefs and sexual orientation
- Disability status
- Details of any arrangements or adjustments you may require to enable you to participate in our selection process effectively
- Information about criminal offences, including the results of Disclosure and Barring Service checks
- Information about your right to work in the UK
- Selection assessment results
- References
- Emergency contact details

Some of the categories above may not apply depending upon the method you use to apply for a job and how far your application progresses through the recruitment process.

4. Where do we collect your personal information from?

We collect personal information about you through the job application and recruitment and selection process, usually directly from you.

We may sometimes collect additional information from third parties including:

- Employment agencies and recruiters who may refer potential job applicants
- Referees you have nominated including former employers and educational institutions so that we can undertake reference checks
- Background checking agencies which undertake Disclosure and Barring Service checks
- The Home Office and relevant immigration bodies to check right to work status

5. On what legal grounds do we process your personal information?

We will only use your personal information when Data Protection Law or other law allows us to. Most commonly, we will use your personal information in accordance with one of the following legal grounds set out in Data Protection Law:

1. Where you have provided your consent;
2. Where this is necessary to fulfil a contract that we have entered into with you, or to take steps to enter into a contract;
3. Where it is necessary for our legitimate interests, and your fundamental rights do not override these interests;
4. Where we need to comply with a legal obligation;
5. Where we need to protect your vital interests (or someone else's); or
6. Where it is needed for the performance of a task carried out in the public interest or in the exercise of the official authority vested in us as a public body.

Some of the purposes for processing your personal information may overlap or there may be several grounds which justify the use of your personal information.

Where we process 'special categories' of personal information (commonly referred to as 'sensitive' personal information) for example, information regarding your ethnic origin or political, philosophical and religious or other beliefs, health or sex life, we will only do this:

- With your explicit consent;
- To protect your vital interests (or those of someone else) in an emergency;
- Where you have already publicised such information; or
- Where we need to use such sensitive information in connection with a legal claim that we have or may be subject to.

For more information about special category personal information, please refer to the ICO website: [Special category data | ICO](#)

6. What do we use your personal information for?

We will typically collect and use your personal information for the following purposes:

- Sending you emails about suitable vacancies if you have signed up to receive job alerts
- Assessing suitability and eligibility for employment and to undertake recruitment and selection processes
- Carrying out administration of the recruitment process (including progressing an application, arranging interviews and assessments and keeping you informed of progress)
- Ensuring any arrangements or adjustments you require to enable you to participate in our selection process effectively are in place
- Checking your entitlement to work in the UK

- Conducting disclosure and barring checks
- Complying with legislation
- Defending against or enforcing legal claims or rights
- Business administration, management and planning
- Diversity monitoring and reporting (this information will always be reported in an anonymised format)

If in the future we intend to process your personal information for a purpose other than that for which it was collected, it will be documented and made available to you. This will be communicated to you by email.

For more information about the legal grounds for processing personal information, please refer to the ICO website: [A guide to lawful basis | ICO](#)

7. How do we use your criminal offence data?

Information about criminal offences requires higher levels of protection. We need further justifications to collect, store and use this type of personal information.

We collect information about your criminal offences as part of the recruitment process. This is used to make decisions about suitability for employment. This is in line with the requirements of the HMG Baseline Personnel Security Standard. This standard requires staff security controls to be applied to people who, during their work, have access to government assets. For more information please refer to the UK Government Website:

<https://www.gov.uk/government/publications/government-baseline-personnel-security-standard>

For more information about criminal offence data, please refer to the ICO website: [Criminal offence data | ICO](#)

8. What if you do not want to provide your personal information?

During the recruitment process, if you fail to provide information which is necessary for us to consider or process your job application, we will not be able to take your job application further (e.g. evidence of work history or details of referees).

9. Who do we share your personal information with?

Your personal information may be shared as follows:

a) Third party service providers

We share your personal information with:

- Tribepad, the software we use to manage our recruitment and selection processes;
- Zinc, the service provider who conducts basic and enhanced Disclosure and Barring Service checks on behalf of Tate;
- Survey Monkey, the service provider who administers surveys.

We only share your personal information with third parties for lawful purposes, and where contractual arrangements have been put in place under which they are obliged to comply with Data Protection Law.

b) When required by law

Where we are under a legal obligation to do so, we may share your personal information, for example, to prevent fraud and other criminal offences, to comply with a court order or requests from the HM Revenue and Customs (HRMC) or the police.

Where requests for information are received from third parties, we will:

1. Check the legitimacy of the request as well as the identity and authority of the person making it;
2. Seek your views and consent where possible (there may be occasions when we cannot tell you about the request for legal reasons);
3. Disclose no more information than we are obliged to provide; and
4. Maintain a record of the disclosure.

10. How do we transfer information outside the UK and European Economic Area (EEA)?

We may transfer your personal information to service providers in territories outside the UK and EEA whose laws are considered to meet the same legal standards of protection for personal information as set out under Data Protection Law.

We may however also transfer your personal information to service providers in territories outside the EEA whose laws are currently not considered to meet the same legal standards of protection for personal information as set out under Data Protection Law. However, to safeguard your personal information, we will only conduct such a transfer under a contract or another appropriate mechanism which is authorised under Data Protection Law. This is to make sure that your personal information is safeguarded in accordance with the same legal standards that apply to us in the United Kingdom.

For more information about international transfers, please refer to the ICO website: [A guide to international transfers | ICO](#)

11. Do we use automated decision-making?

You will not be subject to any decision that will have a significant impact on you based solely on automated decision-making.

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

For more information about automated decision-making, please refer to the ICO website: [Automated decision-making and profiling | ICO](#)

12. How do we securely store your personal information?

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to have it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

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

For more information about security requirements under the GDPR, please refer to the ICO website: [A guide to data security | ICO](#)

13. How long do we store your personal information for?

We do not store your personal information for longer than is necessary and we follow retention periods as outlined below.

We hold the personal information of unsuccessful applicants for a maximum of 12 months. The only exceptions to this is personal information relating to applications for positions where an appointment has been made from outside of the UK, where we may be required to retain your applicant information for a longer period to comply with UK Visa and Immigration regulations.

If you are the successful candidate, your application will be retained and will form the basis of your personal staff record. This data will be retained in line with our staff data retention policy.

Any diversity data retained for monitoring purposes is completely anonymised, so no individual is identifiable.

14. What are your rights?

Under certain circumstances, by law you have the right to:

- Request access to personal information (commonly known as a 'data subject access request'). This enables you to request a copy of the personal information held about you and check that it is being processed lawfully.
- Request a correction of personal information held. This enables you to have any incomplete or inaccurate information held about you corrected.
- Request the erasure of personal information. This enables you to ask us to delete or remove personal information where there is no good reason for continuing to process it. You also have the right to ask for personal information to be deleted or removed when you exercise the right to object to processing.
- Object to processing of personal information where we rely on a legitimate interest (or those of a third party) as a basis for processing data and you object to processing on this ground.
- Request the restriction of processing of personal information. This enables you to request that processing personal information about you be suspended, for example in cases where you may want to establish its accuracy or the reason for processing it.
- Request the transfer of personal information to another party.

If you want to exercise any of your data rights, you will need to contact Tate's Data Protection Officer in writing (see details at the end of this privacy notice).

You will not have to pay a fee to access your personal information (or to exercise any of the other rights), unless the request for access is clearly unfounded or excessive when we may charge a reasonable fee or may refuse to comply with the request.

We may need to request further information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of the other rights) and ensure that personal information is not disclosed to anyone who has no right to receive it.

For more information about rights, please refer to the ICO website:

15. How can you withdraw your consent?

In the limited circumstances where we rely on your consent to process certain personal information for a specific purpose, you have the right to withdraw consent for that processing at any time. To withdraw consent, you will need to contact Tate's Data Protection Officer in writing (see details at the end of this privacy notice).

For more information about consent, please refer to the ICO website: [A guide to lawful basis | ICO](#)

16. How can you update your personal information?

All reasonable efforts will be made to ensure your personal information is accurate and kept up to date. The accuracy of your personal information is checked at the point of collection.

You can update your personal information by contacting our recruitment team: jobs@tate.org.uk

17. How can you lodge a complaint?

If you have any concerns or complaints about how your personal data is being processed, you can contact Tate's Data Protection Officer in the first instance; alternatively, you can raise a complaint with the Information Commissioner's Office; [Make a complaint | ICO](#)

18. Who to contact for any queries?

If you have any concerns about how your personal information is processed, you should contact Tate's Data Protection Officer by email at dpo@tate.org.uk, phone +44 (0)20 7887 8888 or via post addressed to:

Data Protection Officer
The Board of Trustees of the Tate Gallery
Tate Gallery
Millbank
London
SW1P 4RG