



## Creating with the Cart Applicant Privacy Notice

As part of the Creating with the Cart recruitment process, Oily Cart collects and processes personal data relating to applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

### What information do we collect?

Oily Cart collects a range of information about you. This includes:

- Your name, address and contact details, including email address and telephone number;
- Details of your qualifications, skills, experience and employment history
- If your application is successful, it will also include a Disclosure and Barring Service (DBS) check or a form of ID, for example passport or driving licence

### How do we collect it?

This personal data will have been, or will be, provided by you. Data will be stored digitally in the Enrichment folder on our server, in our Dropbox folder, and on other IT systems (including email).

### Why does Oily Cart process personal data?

Oily Cart has a legitimate interest in processing personal data. We will use the data to process your application to the Creating with the Cart summer school, and to communicate with you about the summer school. If you are offered and accept a place on the Creating with the Cart summer school, your personal data will be used to facilitate your participation.

### Who has access to the data?

Your information will be shared for the purposes of the application exercise with Oily Cart's Artistic Director, Executive Director, and the administrator involved in the recruitment process (the Communications & Engagement Producer), and with the Postgraduate Programme Director of Rose Bruford College.

If you are offered and accept a place on the Creating with the Cart summer school, details from, we will share a scan of your Disclosure and Barring Service (DBS) check or a form of ID such as passport or driving licence, with Linden Lodge School, as this is a safeguarding requirement for all visitors to the premises.

### How does Oily Cart protect data?

We take 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, and is not accessed except by our employees in the proper performance of their duties. If you would like a copy of our Data Protection Policy, please contact [oilies@oilycart.org.uk](mailto:oilies@oilycart.org.uk).

### How long does Oily Cart keep data?

The data contained in your application to join Creating with the Cart, and the information collected if your application is successful (for instance a DBS check or form of ID), will be held on file for 6 months after the end of the Creating with the Cart summer school.

### Your rights

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

- access and obtain a copy of your data on request;
- require Oily Cart to change incorrect or incomplete data;
- require the company 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 Oily Cart is relying on its legitimate interests as the legal ground for processing.

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