



GLASTONBURY FESTIVAL RECRUITMENT PRIVACY NOTICE

We ask that you read this Privacy Policy carefully as it contains important information including who we are, how and why we collect, store, use and share personal information when you apply for a job with us (which includes registering your interests with us) and during the application process. We have designed this policy to be as user-friendly as possible. Click on the drop-down headings below to access more information on any topic.

Who collects information about you?

Glastonbury Festival Events Limited (“we”, “our”, “us”, “Glastonbury”) is a data ‘controller’. This means that we are responsible for deciding how we hold and use certain information about you.

Data protection principles

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.

The kind of information we hold about you

1. We may collect the following information up to and including the shortlisting stage of the recruitment process:
 - Your name and contact details (i.e. address, home and mobile phone numbers, email address);
 - Details of your qualifications, experience, employment history (including job titles, salary and working hours) and interests;
 - Details of your referees;
 - Any other information you have provided to us in your CV and covering letter.
2. We may collect the following information after the shortlisting stage, and before making a final decision to recruit:
 - Information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you



- from previous employers and/or education providers;
- Information regarding your academic and professional qualifications (if relevant);
 - Information about criminal convictions and offences (where this is required for the job you are applying for);
 - Information about your health, including any medical condition, health or sickness records.
 - Your nationality and right to work documentation and information from related documents, such as your passport or other identification and immigration information.
 - A copy of your driving licence (if relevant).

How is your personal information collected?

We may collect information about applicants and job candidates from the following sources:

- You, the applicant.
- Online recruitment platforms and jobs sites, from which we collect any profile or CV data that you have chosen to share with them.
- Recruitment agencies, from which we collect any profile or CV data that you have chosen to share with them.
- Disclosure and Barring Service in respect of criminal convictions (where this is required for the job you are applying for).
- Your named referees, that you have chosen to share with us

How we will use information about you

We will use the information we collect about you to:

- Assess your skills, qualifications, and suitability for the role.
- Carry out background and reference checks, where applicable.
- Communicate with you about the recruitment process.
- Keep records related to our hiring processes.
- Comply with legal or regulatory requirements (e.g. our obligation to check that you are eligible to work in the United Kingdom).

It is in our legitimate interests to decide whether to appoint you to a role since it would be beneficial to our business to appoint someone to that role.

We also need to process your personal information to decide whether to enter into a contract with you.

Having received your application, we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role you are applying for, or to consider whether we have any suitable roles for you when you register your interest with us. If you do, we will decide whether your application is strong



enough to invite you for an interview. If we decide to call you for an interview, we will use the information you provide to us during the interview to decide whether to offer you the role. If we decide to offer you the role, we will then take up references, carry out any necessary checks (including a right to work check) before confirming your appointment.

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

If you fail to provide personal information

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully. For example, if we require references for the role and you fail to provide us with relevant details, we will not be able to take your application further.

How we use particularly sensitive personal information

We may use your particularly sensitive personal information in the following ways:

- We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during an interview.
- We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.

Information about criminal convictions

We will only process information about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so. Where appropriate, we will collect information about criminal convictions as part of the recruitment process.

Automated decision-making

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



Why might you share my personal information with third parties?

We may share your personal data with third parties, including third-party service providers, HR consultants and professional advisors. We will only share your information with such parties for the purposes of processing your application. Usually, information will be anonymised, but this may not always be possible. The recipient of the information will be required to take appropriate security measures to protect your information in line with our policies and will also be bound by confidentiality obligations. We do not allow our third-party service providers to use your information for their own purposes. We only permit them to process your information for specified purposes and in accordance with our instructions.

We may also be required to share some personal information as required to comply with the law.

Keeping your personal information secure

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal data on our instructions, and they are subject to a duty of confidentiality.

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

Where information may be held

Information may be held at our offices and those of any third-party agencies, services providers, representatives and agents as described above.

Transfers of information outside the UK

When we share your personal data with other companies with whom we contract (as described above), these companies may be located outside the United Kingdom (“UK”) in countries with different laws for protecting personal data than the laws in your country of residence.

If we transfer your personal data outside the UK, we will take steps to ensure that your data will receive the same level of protection as if it were being processed within the UK. For example, we may include standard contractual clauses or international data transfer agreements approved by the Information Commissioner’s Office in our contracts with third parties to ensure there are safeguards in place to protect your personal data. Please contact us for more information about the specific measures we have taken.



How long we keep your personal information

We will keep the information we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed.

We will keep recruitment information (including interview notes) for no longer than is reasonable, after which they will be destroyed. If there is a clear business reason for keeping recruitment records for longer than the recruitment period, we may do so but will first consider whether the records can be pseudonymised, and the longer period for which they will be kept.

If your application is successful, we will keep only the recruitment information that is necessary in relation to your employment. This will be explained further in our employee privacy notice.

Where you register your interest with us by sending a speculative CV and/or covering letter to us, we will keep your information for 12 months from the date of receipt, on the basis that a further opportunity may arise in future and we may wish to consider you for that. If we wish to retain your personal information on file for a longer period, we will write to you separately seeking your consent to retain your personal information for a further fixed period on that basis.

Your rights in connection with your personal information

Subject to any exemptions provided by law, you may have the right to:

- **Request access to your personal information** (commonly known as a “data subject access request”) and to certain other supplementary information that this Privacy Policy is already designed to address.
- **Request correction of the personal information we hold about you.** This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure of your personal information.** This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Receive the personal information concerning you** which you have provided to us in a structured, commonly used, and machine-readable format and have the right to transmit those data to a third party in certain situations;
- **Object to processing** of your personal information at any time for direct marketing purposes.



- **Object to decisions being taken by automated means** which produce legal effects concerning you or significantly affect you;
- **Object in certain other situations** to our continued processing of your personal information;
- **Request the restriction of processing of your personal information.** This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Withdraw your consent to our processing of your personal information**, where we have collected and processed it with your consent.

For more information, please refer to the appropriate data protection legislation or consult the Information Commissioner's Office for guidance. If you would like to exercise any of these rights, please contact the Festival's Data Protection Officer via the Festival [Contact Form](#) or write to the Data Protection Office, Glastonbury Festival, Worthy Farm, Pilton, Somerset, BA4 4BY and let us have enough information to identify you. We may need to request specific information from you to help us confirm your identity. This is a security measure to ensure that personal information is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive, or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

How to contact us

If you are within the UK, please address requests and questions about this or any other question about this Recruitment Privacy Policy to the Festival's Data Protection Officer via the Festival [Contact Form](#) or write to the Data Protection Office, Glastonbury Festival, Worthy Farm, Pilton, Somerset, BA4 4BY.



How to Complain

We hope that we can resolve any query or concern that you raise about our use of your personal information.

You also have the right to make a complaint to your supervisory authority. In the UK, this is the Information Commissioner's Office (www.ico.org.uk).