

Candidate Privacy Notice

Last updated: August 2026

About this notice

The National Youth Orchestra of Great Britain, referred to in this notice as “NYO”, “we”, “us” or “our”, is committed to protecting your personal information and respecting your privacy.

This notice explains how we collect, use, store and share personal information when you apply for a role with NYO. It applies to applications for employment and, where relevant, freelance, worker, volunteer and trustee roles. It also applies where we approach you about a potential role or where a recruitment agency provides information about you.

NYO is the data controller for the personal information described in this notice. This means that we decide how and why your information is used.

This notice should be read alongside our general privacy policy, which is available on the NYO website at <https://www.nyo.org.uk/privacy-policy>

Who we are

The National Youth Orchestra of Great Britain is a registered charity and company limited by guarantee.

Our contact details are:

National Youth Orchestra of Great Britain
10 Great Turnstile
London
WC1V 7JU

Telephone: 020 7189 8100

Email: hello@nyo.org.uk

If you have any questions about this notice or how we use your information, please contact us using the details above.

What information we collect

The information we collect will depend on the role and the stage of the recruitment process.

Information provided as part of your application

We may collect:

- your name and contact details;
- your current role and employment status;
- your CV, employment history, qualifications, skills and experience;
- your answers to application and screening questions;
- a supporting statement, portfolio or examples of your work;
- your salary or fee expectations, where relevant;
- information about your availability;
- information about your eligibility to work in the UK;
- details of any professional memberships or registrations relevant to the role;
- correspondence between you and NYO about your application; and
- any other information you choose to provide.

You are not required to provide information that is not relevant to your application. However, if you do not provide information that we reasonably need to assess your suitability or meet our legal obligations, we may be unable to progress your application.

Information collected during assessment

If your application progresses, we may also collect:

- shortlisting decisions and assessment records;
- interview notes and panel feedback;
- scores or results from tests, presentations, tasks or other assessments;
- information about reasonable adjustments you may require during the recruitment process;
- records of communications, interview scheduling and attendance; and
- feedback you provide about the recruitment process.

Information collected following a conditional offer

If we make you a conditional offer, we may collect additional information including:

- evidence of your identity and right to work in the UK;
- references from previous employers or other referees;
- evidence of qualifications, registrations or memberships;
- information required for a Disclosure and Barring Service check or other safeguarding checks, where these are appropriate to the role;
- limited health information where it is necessary to consider workplace adjustments or assess your ability to undertake an intrinsic part of the role;
- information required to prepare your contract or agreement; and
- payroll and onboarding information if you accept the role.

Information collected for onboarding will subsequently be handled in accordance with NYO's privacy notice for employees, workers and contractors, or the equivalent notice applicable to your relationship with NYO.

Equality, diversity and inclusion monitoring

We may invite you to provide equality, diversity and inclusion information. Depending on the questions asked, this may include information about matters such as your age, disability, ethnicity, religion or belief, sex, gender identity, gender reassignment, sexual orientation, caring responsibilities, educational background and socioeconomic status.

Providing this information is voluntary and you may choose not to answer any of the questions without affecting your application.

Equality monitoring information is kept separate from the information used to assess your suitability and is not made available to shortlisting or interview panel members. Information provided separately about a disability, health condition or access requirement may be shared with appropriate staff where necessary to arrange a reasonable adjustment.

We use equality monitoring information to:

- monitor the diversity of applicants and recruitment outcomes;
- identify possible barriers or inequalities in our recruitment processes;
- evaluate and improve our approach to inclusive recruitment; and
- produce anonymised or aggregated reports for internal governance, regulatory or funding purposes.

Reports will not identify individual applicants.

Information about health, disability and reasonable adjustments

You may tell us about a disability, health condition or access requirement where you need a reasonable adjustment to participate in the recruitment process.

We will only use this information to consider and arrange appropriate adjustments, meet our legal obligations and ensure that our recruitment process is accessible. Access will be limited to the people who need the information for these purposes.

We will not normally ask for wider health information before making a conditional offer unless it is necessary to:

- arrange a reasonable adjustment;
- establish whether you can undertake an intrinsic part of the role with reasonable adjustments; or
- meet another specific legal requirement.

Criminal-offence and safeguarding information

For roles involving work with children or young people, financial responsibility, positions of trust or other relevant responsibilities, we may need to obtain information relating to criminal convictions or offences.

We will only request and use this information where it is necessary, proportionate and permitted by law. Where a Disclosure and Barring Service check is required, we will explain this in the role information or during the recruitment process.

Criminal-offence information will be handled securely and access will be restricted to authorised individuals. It will not be retained for longer than necessary.

How we obtain your information

We usually collect information directly from you through our applicant tracking system, by email, during interviews or through other communications with you.

We may also obtain information from:

- recruitment agencies and search consultants;
- job boards or professional networking platforms;
- referees and former employers;
- providers of right-to-work, identity, qualification or background checks;
- the Disclosure and Barring Service;
- information you have made publicly available in a professional context;
- previous applications to or working relationships with NYO; and
- other individuals or organisations you have authorised to provide information.

Where we receive information about you from another source, we will provide you with appropriate privacy information unless an applicable exception permits otherwise.

How and why we use your information

We may use your information to:

- receive and administer your application;
- communicate with you about the recruitment process;
- assess your skills, experience and suitability for the role;
- conduct screening, shortlisting, interviews and assessments;
- consider and arrange reasonable adjustments;
- verify information provided in your application;
- obtain references and undertake appropriate pre-employment or pre-engagement checks;
- comply with employment, equality, safeguarding, immigration and other legal obligations;
- protect NYO, the young people with whom we work and other individuals;
- maintain records of recruitment decisions;
- monitor and improve the fairness, accessibility and effectiveness of our recruitment processes;
- respond to complaints or queries;
- establish, exercise or defend legal claims; and
- prepare to enter into an employment contract or other agreement with you.

We will not use information collected during recruitment for unrelated marketing or fundraising purposes unless you have separately asked to receive those communications.

Our lawful bases for using your information

Under data protection law, we must have a lawful basis for using your personal information. Depending on the circumstances, we may rely on:

- steps before entering into a contract, where the processing is necessary to consider your application and take steps at your request before entering into an employment contract or other agreement;

- legal obligation, where we need to use information to meet an obligation imposed on NYO by law;
- legitimate interests, where the processing is necessary for NYO's legitimate interests in recruiting suitable people, operating a fair and effective recruitment process, protecting the organisation and keeping appropriate records, provided that these interests are not overridden by your rights and interests; and
- consent, in limited circumstances where we have offered you a genuine choice and you can withdraw your consent without detriment.

Where we use special category information, such as health, disability, ethnicity, religion or belief, or sexual orientation, we will also identify an additional condition under data protection law.

Depending on the purpose, this may include:

- meeting obligations and exercising rights relating to employment, social security or social protection law;
- identifying or reviewing equality of opportunity or treatment;
- establishing, exercising or defending legal claims; or
- another substantial public-interest condition provided by law.

Where we process information about criminal convictions or offences, we will do so only where permitted by law and in accordance with an appropriate policy document where one is required.

Our use of screening questions and automated processing

We may use screening questions to check whether applicants meet essential requirements for a role.

Some screening questions may determine automatically whether an application progresses where an applicant does not meet a clearly stated essential requirement. Where this applies, it will be explained within the application process.

We also use artificial intelligence within our applicant tracking system to support shortlisting. The system reviews the information in your application answers and CV against specified experience, skills or qualification requirements for the role and generates an alignment score.

The score helps the hiring manager to review and prioritise applications, but it does not determine whether you are invited to interview. The hiring manager reviews your application, applies their own judgement and remains responsible for the shortlisting decision.

Equality monitoring information is kept separate from the selection process and is not used to generate the score.

If you have questions or concerns about how automated processing or AI has been used in considering your application, you can contact us at recruitment@nyo.org.uk.

CV parsing

When you upload a CV, our applicant tracking system may extract information from it to pre-populate parts of your application form. You should check that the information is complete and accurate before submitting your application.

Recruitment platform and other service providers

We use *hireful* to provide our online applicant tracking system. NYO remains responsible for deciding how and why candidate information is used. *hireful* processes candidate information on NYO's behalf under our instructions.

We may also use other organisations that provide services such as:

- recruitment advertising;
- interview scheduling and videoconferencing;
- occupational health advice;
- HR and legal advice;
- identity and right-to-work verification;
- criminal-record and safeguarding checks;
- technical support, hosting and data storage; and
- recruitment consultancy or candidate search services.

These providers may only use your information for the agreed purposes and must protect it appropriately. Some organisations, such as recruitment agencies or statutory bodies, may act as separate data controllers for their own processing and should provide their own privacy information.

Who we share your information with

Access to your information within NYO will be limited to people who need it for the recruitment process. This may include:

- staff responsible for recruitment and administration;
- the recruiting manager;
- members of a shortlisting or interview panel;
- relevant members of the Senior Management Team;
- trustees where their involvement is necessary for a particular appointment; and
- authorised HR, legal or safeguarding advisers.

We may also share relevant information with:

- *hireful* and other recruitment technology providers;
- recruitment agencies or search consultants;
- referees;
- organisations carrying out identity, right-to-work, qualification, background or safeguarding checks;
- occupational health providers;
- professional advisers;
- insurers;
- regulators, law-enforcement bodies or public authorities where required or permitted by law; and
- another organisation in connection with a proposed restructuring, transfer or merger, where relevant and lawful.

We will only share the information reasonably necessary for the relevant purpose.

International transfers

Some organisations that support our recruitment process, or their subprocessors, may process personal information outside the UK.

Where this happens, we will ensure that an appropriate safeguard is in place as required by data protection law. This may include:

- processing in a country recognised by the UK as providing an adequate level of protection;
- an approved data protection agreement or contractual safeguard; or
- another lawful transfer mechanism.

You may contact us if you would like more information about the safeguards applying to your information.

How we protect your information

We use appropriate organisational and technical measures to protect candidate information against unauthorised access, loss, alteration or disclosure.

These measures include:

- limiting access to people who need the information;
- using secure systems and appropriate access controls;
- providing data protection and information security guidance to staff;
- requiring service providers to protect information under written agreements; and
- maintaining procedures for responding to data security incidents.

People involved in recruitment are expected to handle candidate information confidentially and use it only for the recruitment process.

How long we keep your information

If your application is unsuccessful, we will normally retain your application and recruitment records for one year after the recruitment process has ended. This enables us to respond to queries or complaints, demonstrate that the process was conducted fairly and establish, exercise or defend legal claims.

We may retain some anonymised statistical information for longer, but this will not identify you.

If you are appointed, relevant recruitment information may be transferred to your personnel or engagement record and retained in accordance with NYO's workforce retention arrangements.

Some records may be retained for a different period where:

- the law requires this;
- information is relevant to an ongoing complaint, dispute, safeguarding matter or legal claim;
- you have agreed to remain in a candidate or talent pool; or
- there is another documented and lawful reason to retain it.

At the end of the relevant retention period, information will be securely deleted, destroyed or anonymised.

Future opportunities and talent pools

At the point of application, or if you are not appointed, we may ask whether you would like us to retain your details so that we can contact you about suitable future opportunities.

Participation is optional. If you agree, we will retain your information for up to one year. Before that period ends, we may ask whether you would like us to retain it for a further year. You may ask us to remove your information from the talent pool at any time.

If you do not agree to join the talent pool, this will not affect your application for the role for which you originally applied.

References

We will normally contact referees only after telling you that we intend to do so, unless there is a lawful and justified reason not to.

Information received from referees will be used to assess your suitability and verify information relevant to the role. References will be handled confidentially, although your rights of access may apply depending on the circumstances and applicable law.

If you provide another person's contact details, you should tell them that you have done so and direct them to this notice where appropriate.

Your rights

Depending on the circumstances, you may have the right to:

- ask for access to the personal information we hold about you;
- ask us to correct inaccurate or incomplete information;
- ask us to delete your information;
- ask us to restrict how we use your information;
- object to processing based on legitimate interests;
- receive certain information in a portable format;
- withdraw consent where we rely on consent;
- request human intervention in relation to an automated decision;
- express your point of view and challenge an automated decision; and
- complain about how we have used your information.

These rights are not absolute and may depend on the reason we hold the information and the applicable law.

To exercise a right, contact us at hello@nyo.org.uk. We may need to ask for information to confirm your identity before acting on your request.

Withdrawing an application

You may withdraw your application at any time by contacting us at recruitment@nyo.org.uk.

If you withdraw, we will stop actively considering your application. We may still retain an appropriate record of the application and its withdrawal for the retention period described above where we have a lawful reason to do so.

Concerns and complaints

If you have any questions or concerns about how we use your information, please contact:

Chief Operating Officer
National Youth Orchestra of Great Britain
10 Great Turnstile
London
WC1V 7JU
hello@nyo.org.uk

We would welcome the opportunity to address your concern.

You also have the right to complain to the Information Commissioner's Office, the UK regulator for data protection. Information about making a complaint is available on the [Information Commissioner's Office](#) website.

Changes to this notice

We may update this notice from time to time, including where our recruitment processes, systems or legal obligations change.

The current version will be available on our website. If we make a material change while your application is active, we will take reasonable steps to bring it to your attention.