Job Applicant Privacy Notice

As part of any recruitment process, United Learning collects and processes personal data relating to job applicants. UL is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does UL collect?

UL 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;
- Information about your current level of remuneration, including benefit entitlements;
- Whether or not you have a disability for which UL needs to make reasonable adjustments during the recruitment process;
- Information about your entitlement to work in the UK
- Information about convictions of a criminal offence which is "not protected"
- Equal opportunities monitoring information including information about your ethnic origin, gender, sexual orientation and religion & belief.

UL collects this information in a variety of ways. This includes data contained in:

- Application forms, letters of interest;
- Passport or other identity documents;
- Interviews
- Other forms of assessment including on-line testing (if applicable)

Personal data will also be collected about you from third parties including:

- References from former employers. These are only requested once a candidate has been successfully shortlisted for interview. If the candidate has indicated they wish to be contacted prior to references being requested, UL will not apply for the references without the permission of the candidate. All appointments are subject to two satisfactory references to UL being obtained.
- Criminal records check. All appointments are subject to a satisfactory enhanced DBS check and are only completed for successful offers of appointment.
- Employment background check providers. Only completed for successful offers of appointment. Data is stored in a range of different places including on your application record, in HR management systems and on other IT systems, including group email.

Why does the organisation process personal data?

UL needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, UL needs to process data to ensure that it complies with its legal obligations eg. safer recruitment guidelines, eligibility to work in the UK before the successful candidate commences employment.

UL has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows UL to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. UL may also need to process data from job applicants to respond to and defend against legal claims.

Where UL relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

UL processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

NHS Track and Trace – COVID-19

The law on protecting personally identifiable information allows Public Health England to use the personal information collected by NHS Test and Trace Service. If required to do so, United Learning will provide contact details of all children and adults that have been in close contact with anyone that has tested positive for Covid-19 within United Learning settings.

This is in accordance with Article 6(1)(e)of the GDPR '*processing is necessary for the performance of a task carried out in the public interest'*. For more information, please see the following government guidance.

www.gov.uk/guidance/nhs-test-and-trace-how-it-works-how-nhs-test-and-trace-service-works

contact-tracing.phe.gov.uk/help/privacy-notice

UL processes other special categories of data such as information about ethnic origin, sexual orientation, health or religion or belief. This is to monitor equal opportunities.

UL is obliged to seek information about criminal convictions and offences in line with safer recruitment guidelines. Where UL seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, UL may keep your personal data on file in case there are future employment opportunities for which you may be suited. UL will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the administration team responsible for recruitment and interviewers involved in the recruitment process.

UL will not share your data with third parties unless your application is successful and it makes you an offer of employment. UL will then share your data with employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

UL will not transfer your data outside the European Economic Area.

How does UL protect data?

UL takes the security of your data seriously. It has 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 UL employees in the proper performance of their duties. Appropriate restriction levels are in place in management information systems where your data may be held.

For how long does UL keep data?

If your application for employment is unsuccessful, the organisation will hold your data on file for a period of six months after the end of the relevant recruitment process. If you agree to allow UL to keep your personal data on file, it will hold your data for a further one year for consideration for future employment opportunities. At the end of that period, or if you withdraw your consent, your data is deleted or destroyed. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

Requesting access to your personal data

Under the data protection legislation you have the right to request access to information about you that is held by UL. To make a request for your personal information contact: Sarah Pinington (office@leafstudio.co.uk)

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way UL collect or use your personal data, you should raise your concern with UL in the first instance. Alternatively, you can contact the Information Commissioner's Office at https://ico.org.uk/concerns/

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to UL during the recruitment process. However, if you do not provide the information, UL may not able to process your application properly or at all.

Automated decision-making

Recruitment processes are not based on automated decision-making.

Legal information

- The Data Controller is LEAF Studio School.
- The Data Processors are United Learning Trust (ICO registration number Z7415170) operating as United Learning, Edurio, and Impact Ed.
- The Data Protection Officer for LEAF Studio School is Sarah Pinington (office@leafstudio.co.uk)