

Applicant Data Privacy Policy

Before you submit your application form we need your consent to hold your data in our system and process it. The information below highlights who handles your data, how it is handled, how it is process and your rights.

Who is collecting your data?

Educaterers Ltd is collecting your data for recruitment, selection and employment related purposes only.

What information is being collected?

Application - The personal information we are collecting as part of your application will typically consist of;

- Your contact information (name, address, email, contact telephone number)
- A description of your work experience, skills and education
- Your responses to specific application questions
- Any referrer contact information you provide to us (name, address, email, contact telephone number)

We will also collect sensitive personal data which will consist of your religion, ethnic origin, sexual orientation, disability status.

This sensitive personal data will not be made available to any persons outside Educaterers Ltd and our HR & Payroll service provider in a way which can identify you. Any sensitive personal data provided will be used only to produce and monitor equal opportunities statistics.

Assessments - As part of the selection process you may be required to participate in assessment days, complete tests and/or to attend an interview – or a combination of these. Information will be generated by you and by Educaterers Ltd (for example you might complete a written test and we will take interview notes).

Offer and Pre-Employment Checks

When an offer of employment is made, you will be asked for information so that pre-employment checks can be carried out. We will typically;

- Ask you to provide proof of your identity and ability to work in the UK
- Request proof of your qualifications that are relevant to the role
- Ask you to completed a Criminal Record check via the Disclosure and Barring Service (when required)
- Contact your referees, using the details you provide in your application, directly to obtain references
- Ask you to complete a questionnaire about your health in order to establish your fitness to work
- Request your bank and tax details from you in order to process your salary payment
- Ask for your emergency contact details so we know who to contact in case you have an emergency at work

How is it collected?

Your application information is collected from the application form, populated by yourself with the information you have entered submitted by you electronically or in paper format. Once you have submitted your application, further information may be collected as your move through the recruitment and selection process. This information could be requested or provided verbally, written (online or paper). Your information may also be collected from a variety of other sources

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(referees you have provided consent for, DBS checks (where required) and medical information (if required)).

Why and how is it being collected?

Your information is being collected to;

- Assess your suitability for the job in questions
- Enable us to verify the accuracy of information which you provide
- Comply with relevant laws and regulations
- Check and verify your identity
- Produce and monitor equal opportunities statistics

Your application may be reviewed electronically or via paper form. We have processes in place to ensure your data is securely and confidentially managed.

How long will you keep my data for?

Unsuccessful Candidates - Your data will be retained for 6 months from the time you are made unsuccessful. Once it reaches this retention end data it will be deleted/destroyed along with any other information gathered through the recruitment process.

Successful Candidates - If you are successful you will become an employee of Educaterers Ltd. Your data collected throughout the recruitment process will be transferred by us to our HR & Payroll service provider system to create your employee record. Your personal data that was captured in the recruitment system will be retained for 6 months from when you are appointed. Once it reaches this retention end data it will be deleted/destroyed.

Who will it be shared with?

Your personal data may be passed to third party organisation working in partnership with Educaterers Ltd to assist them in the recruitment process. This could include medical or background checks.

Those third party organisations that access your information while providing services on Educaterers Ltd's behalf will be governed by an agreement to make sure that they protect your information and keep to data protection and privacy laws which apply.

Your rights

Under the Data Protection Act you have rights as an individual which you can exercise in relation to the information we hold about you. You can read more about these rights here - <https://ico.org.uk/for-the-public/is-my-information-being-handled-correctly/>

I hereby consent to Educaterers Ltd processing and retaining my personal data provided for recruitment, selection and employment related purposes in relation to this application only.

I declare that all statements I made during this process are true and, to the best of my knowledge and belief, that I have not withheld any relevant information.

I understand that if I have made any false statements or omitted any information, I am liable to have my application rejected or, if appointed, liable to be dismissed. *(Please note application forms submitted electronically will require to be signed should you progress to the next stage of the process.)*

Signature Date

