

## **REIGATE LEARNING ALLIANCE PRIVACY NOTICE – RECRUITMENT**

We are committed to protecting the privacy and security of your personal information. This privacy notice describes how we collect, store and use personal information about you during our recruitment and selection process, in accordance with data protection law.

### **WHO ARE WE?**

"We", "our" or "us" means Reigate Learning Alliance (the "Alliance"). Our address is Castlefield Road, Reigate RH2 0SD.

We are the controller of your personal information. This means that we are responsible for deciding how we collect, store and use personal information about you.

If you have any questions about this privacy notice, please contact our Data Protection Officer at [DPO@reigate.ac.uk](mailto:DPO@reigate.ac.uk).

### **WHAT DOES THIS PRIVACY NOTICE APPLY TO?**

This privacy notice applies to job applicants. It does not form part of any contract of employment or other contract to provide services. We may update this notice at any time.

### **NAVIGATION**

**This privacy notice answers the following:**

- What personal information do we collect about you?
- How will we use the personal information we collect about you and what is our legal basis for using it?
- How will we use your sensitive personal information and what is our legal basis for using it?
- Will we change the way we use your personal information?
- What happens if you don't provide the personal information we have asked for?
- Do we use your personal information to make automated decisions?
- How long will we keep your personal information?
- Who do we share your personal information with?
- Will we transfer your personal information outside of the UK/EEA?
- How do we ensure that your personal information is secure?
- How will we keep your personal information up to date?
- What rights do I have over my personal information?
- How will we tell you about changes to this privacy notice?
- How you can contact us?

### **WHAT PERSONAL INFORMATION DO WE COLLECT ABOUT YOU?**

#### **Information we collect during our recruitment and selection process**

Information we collect from you:

We collect, store and use the following personal information: your full name, address (including postcode), date of birth, national insurance number, e-mail address, home telephone number, mobile telephone number, work telephone number, information about your right to work in the UK, whether you are subject to immigration controls, national insurance number, date of recognition as a qualified teacher (if required), DFES or TRN number, information you provide on your CV, any notes which we make on you during your interview, your previous employment history, any details provided by your referees, details of your referees (name, position, company name, company address, company postcode, e-mail address, company telephone number and the dates you were employed at the company), details of any management or professional training, details of any professional memberships, details of any non-professional relationships with Alliance staff, and certifications/qualifications.

In line with point 221 of the Keeping Children Safe in Education Guidance, and as part of the College's due diligence, the Personnel Department will carry out an online search on shortlisted candidates to identify any incidents or issues that have happened and are publicly available online. Any information found will be discussed with the applicant at interview. The Personnel Department will search using the person's name and hometown and will review the first two pages of Google.

We may also collect, store and use the following "special categories" of more sensitive personal information which could include information about your health, including any medical condition or disability where necessary to make reasonable adjustments for you at an interview.

Our application form also includes a recruitment monitoring form which requests the following special category data:

- Ethnic origin;
- Marital status;
- Religion;
- Sexual orientation; and
- Gender.

This data will be separated from your application on receipt and will be used to provide equal employment opportunities. You do not have to provide this information if you do not wish to.

### **Information we collect once we offer you a job**

#### Information we collect from you:

Your passport number or birth certificate as proof of right to work, bank details, a copy of your P45, and emergency contacts for you (name, their relationship to you and mobile telephone number)

Where a role is offered to you, we will require the completion of a DBS check. This will include data which sets out any criminal convictions.

#### Information we receive from other sources:

We collect, store and use personal information when we verify personal information you have given us such as your qualifications or employment history by contacting the relevant third party.

### **HOW WILL WE USE THE PERSONAL INFORMATION WE COLLECT ABOUT YOU AND WHAT IS OUR LEGAL BASIS FOR USING IT?**

We have set out below how we use your personal information. In addition, we have set out our legal basis to use your personal information as we need to tell you this under data protection law.

Information used for recruitment and job offer purposes: We will collect, store and use your personal information in order to go through the recruitment and job offer process.

We will use the personal information we collect about you to:

- comply with our employment law and other obligations to comply with laws;
- assess your skills, qualifications and suitability for the role;
- determine whether to interview you;
- arrange and conduct interviews (where applicable);
- communicate with you about the recruitment and selection process;
- decide and communicate the outcome of your application;
- carry out verification and vetting;
- obtain references about you;
- set the terms on which you work for us (including any flexible working arrangements);
- deal with any legal disputes involving you; and

- keep records relating to our hiring processes.

We collect, store and use the personal information provided to us in connection with our recruitment and job offer process on the legal basis that it is necessary for taking steps prior to entering into a contract and for compliance with legal obligations to which we are subject.

### **HOW WILL WE USE YOUR MORE SENSITIVE SPECIAL CATEGORIES OF PERSONAL INFORMATION AND WHAT IS OUR LEGAL BASIS FOR USING IT?**

We will use the more sensitive personal information mentioned above (e.g. your disability requirements prior to an interview or medical condition as part of the Personal Health and Capability Declaration) to:

- make reasonable adjustments at an interview (where necessary);
- evaluate your fitness to work; and
- investigate, pursue or defend any legal claims.

Under data protection law we must have a legal basis to use your sensitive personal information. We have set these out below.

Our legal basis for the purposes set out above is that it is necessary for taking steps prior to entering into a contract and on the additional condition that it is necessary to enable us to carry out our obligations and exercise our rights in the field of employment law.

### **WILL WE CHANGE THE WAY WE USE YOUR PERSONAL INFORMATION?**

We will only use your personal information for the purpose we have set out in this notice. We can only change the purpose we use it for by telling you where we need to use it for another reason and that reason is compatible with those set out in this notice. If we need to use your personal information for any other purpose, we will update this privacy notice and we will explain the legal basis which allows us to do so in a similar way to how we have done it in this notice.

### **WHAT HAPPENS IF YOU DON'T PROVIDE THE PERSONAL INFORMATION WE HAVE ASKED FOR?**

If you don't provide the personal information we need when we ask for it, we may not be able to progress the job application process or go ahead with the job offer. If you have any concerns about whether you need to provide the personal information please contact our Data Protection Officer at [DPO@reigate.ac.uk](mailto:DPO@reigate.ac.uk).

### **DO WE USE YOUR PERSONAL INFORMATION TO MAKE AUTOMATED DECISIONS?**

You will not be subject to decisions that will have a significant impact on you based solely on automated decision making (i.e. one without human intervention).

### **HOW LONG WILL WE KEEP YOUR PERSONAL INFORMATION?**

If you don't become one of our employees we will keep your personal information for a period of 6 months after you decline our offer or we have told you that we won't be offering you a job. We keep your personal information (including your application and interview notes) for that period so that we can show that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way.

We may also use your personal information for 6 months to contact you about suitable job opportunities if they arise. You can of course opt out of receiving communications from us by contacting our Data Protection Officer at [DPO@reigate.ac.uk](mailto:DPO@reigate.ac.uk).

If a dispute arises between us, we will continue to retain your personal information for the purposes of responding to and dealing with this dispute and this may mean that we keep your personal information for longer than 6 months.

We will ensure that your personal information is shredded and securely deleted as appropriate after the retention periods stated above have expired.

If you do become one of our employees your personal information collected as part of the recruitment and selection process will be added to your HR file. We have a separate privacy notice in relation to employees which specifies how long we keep employee personal information for.

### **WHO DO WE SHARE YOUR PERSONAL INFORMATION WITH?**

We will only share the personal information that you give us with three members of staff internally who review and log the applications. The Principal is responsible for reviewing the applications. The equality and diversity questionnaire will not be reviewed by the Principal in connection with reviewing applications. The application will then be passed to the relevant department to review and shortlist.

We do not currently share your personal information with any third parties outside of the Alliance, but if we should need to do this we will update this policy.

### **WILL WE TRANSFER YOUR PERSONAL INFORMATION OUTSIDE THE UK?**

At the present time we do not transfer your personal information outside of the UK. Should we choose to transfer your personal information in the future, we will update this policy with our legal basis for doing so.

### **HOW DO WE ENSURE THAT YOUR PERSONAL INFORMATION IS SECURE?**

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We limit access to your personal information to those employees who have a business need to know, and who are subject to a duty of confidentiality.

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

We hold our applicants' data in hard copy in a secure storage unit onsite. If the Alliance is required to be closed during a period of recruitment, the data will be stored on a shared drive.

### **HOW WILL WE KEEP YOUR PERSONAL INFORMATION UP TO DATE?**

It is important that the personal information that we hold about you is accurate and current. Please keep us informed if your personal information changes during the recruitment process.

### **WHAT RIGHTS DO I HAVE OVER YOUR PERSONAL INFORMATION?**

You have the right to make a complaint to the Information Commissioner's Office (ICO) if you are unhappy about the way your personal information is being used – please refer to the ICO website for further information about this ([www.ico.org.uk](http://www.ico.org.uk)). We would, however, appreciate the chance to deal with your concerns before you approach the ICO and so, if you are happy to do so, please contact our Data Protection Officer at [DPO@reigate.ac.uk](mailto:DPO@reigate.ac.uk).

You have a number of rights over your personal information, which are:

- the right to ask us what personal information we have about you and to have a copy of your personal information from us;
- the right to ask us to correct any errors in your personal information;
- the right to object to our legitimate interests, profiling activities and marketing communications;

- the right to ask us to provide you with a copy of the personal information you have provided to us, in a structured, commonly used and machine-readable format and the right to transmit that personal information to another entity where: (i) we are using your personal information on the basis of your consent or on the basis that it is necessary to perform a contract with you; and (ii) the use we are making of your personal information is carried out by automated means;
- the right to ask us to delete your personal information where: (i) we don't need your personal information anymore; (ii) you withdraw your consent to our use of your personal information and we have no other legal basis to keep your personal information; (iii) you have asked us to review and explain our legitimate interests to you and we don't actually have a valid legitimate interest to do what we are doing; (iv) our use of your personal information is illegal; (v) we have to delete your personal information to comply with our legal obligations;
- the right to ask us to restrict the use that we are making of your personal information where: (i) you don't think the personal information we have about you is correct, so that we can check if it is correct; (ii) what we are doing with your personal information is illegal but you would rather we stop using your personal information rather than delete it; (iii) we don't need your personal information anymore, but you need us to keep it so that you can exercise any legal rights; and (iv) you have asked us to review and explain our legitimate interests to you, so that we can check whether we actually have a valid legitimate interest to do what we are doing; and
- where our use of your personal information is based on your consent, the right to withdraw your consent at any time by contacting our Data Protection Officer at [DPO@reigate.ac.uk](mailto:DPO@reigate.ac.uk).

If you want to access, review, verify, correct or request erasure of your personal information, object to the processing of your personal information, or request that we transfer a copy of your personal information to another party, please contact our Data Protection Officer at [DPO@reigate.ac.uk](mailto:DPO@reigate.ac.uk).

## **HOW WILL WE TELL YOU ABOUT CHANGES TO THIS PRIVACY NOTICE?**

We keep our privacy notice under regular review. Any changes we make to our privacy notice in the future will be posted on our website and if the changes will have an effect on you or the way we use your personal information we will bring them to your attention by email where appropriate. This privacy notice was last updated March 2021.

## **HOW YOU CAN CONTACT US**

If you have any questions about this privacy notice or about the ways we use your personal information, please contact our Data Protection Officer at [DPO@reigate.ac.uk](mailto:DPO@reigate.ac.uk).