



**reigate•college**

**Privacy Notice for Staff Recruitment**

**Updated: March 2026**

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**Implementation: April 2026**

**Review: March 2027**

## **1 Introduction**

- 1.1 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.
- 1.2 This privacy notice applies to individuals applying for jobs at the College. It does not form part of any contract of employment or contract to provide services and may be updated at any time. Once employment begins, the *Privacy Notice for Staff* will apply. A copy of this notice will be provided at the start of employment.
- 1.3 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).

## **2 Who are we?**

- 2.1 We are Reigate Learning Alliance (RLA). We are the controller in relation to your personal information. This means that we are responsible for deciding how we collect, store and use personal information about you.
- 2.2 If you would like any information about how we handle your personal information or have any questions or concerns about the information in this notice you should contact our Data Protection Officer (DPO) at [DPO@reigate.ac.uk](mailto:DPO@reigate.ac.uk).

## **3 What information do we collect during our recruitment and selection process?**

- 3.1 The personal information that we collect, store and use includes:
- Contact details including: your full name, former name, address, email address, telephone numbers, teachers reference number
  - Gender
  - National Insurance number
  - Information about your right to work in the UK & whether you are subject to immigration controls
  - Date of recognition as a qualified teacher (if required)
  - DFES or TRN number
  - Information you provide on your Application Form/CV
  - Any notes which we make on you during your interview (held for 2 years)
  - Your previous employment history including any details provided by your referees

- Details of your referees (name, position, company name, company address, company postcode, email 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

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

- Date of Birth
- Nationality
- Ethnic origin
- Marital status
- Religion
- Sexual orientation
- Gender
- Disability
- Caring Responsibilities

3.3 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.

3.4 In line with point 225 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 the interview.

3.5 We may also collect, store and use "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.

3.6 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).

## **4 What information do we collect following an offer of employment?**

4.1 The personal information that we collect, store and use includes:

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

4.2 We may verify personal information you have given us such as your qualifications or employment history by contacting the relevant third party.

4.3 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

## **5 How we use the information we collect about you**

5.1 We will collect, store and use your personal information to go through the recruitment and job offer process.

5.2 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
- Keep records relating to our hiring processes

5.3 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 to take steps prior to entering a contract, and for compliance with legal obligations to which we are subject.

5.4 This list is regularly reviewed and updated. If you would like more information, please contact our Data Protection Officer at [DPO@reigate.ac.uk](mailto:DPO@reigate.ac.uk).

5.5 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).

5.6 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.

## **6 Sensitive personal information**

6.1 We may ask you to provide more sensitive personal information such as your:

- Equality information (including date of birth, nationality, ethnic origin, marital status, religion, sexual orientation, disabilities and caring responsibilities) – this is optional
- Medical and administration information (such as doctors' information, allergies, medication, dietary requirements, and medical conditions detailed in an Occupational Health report and sickness records)

6.2 We will only ask you for this information to the extent it is required to:

- Make reasonable adjustments for you at your interview
- evaluate your fitness to work; and
- investigate, pursue or defend any legal claims

6.3 Our legal basis for the purposes set out above is that it is necessary to take steps prior to entering 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.

## **7 How do you collect my information?**

7.1 We collect your information from the application form you fill in when you apply to work for the Alliance.

7.2 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.

## **12 How we store your data**

- 12.1 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.
- 12.2 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.
- 12.3 We hold our applicants' data in hard copy in a secure locked storage unit onsite and stored on a shared drive.

## **13 Who do you share my information with?**

- 13.1 We will only share the personal information that you give us with members of staff internally. The Principal is responsible for reviewing all applications. The application will then be passed to the relevant department to review and shortlist. The equality and diversity questionnaire will not be shared in connection with reviewing applications.
- 13.2 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.

## **14 Transfer of personal data**

- 14.1 We will not send your personal data outside of the UK. Our cloud-based storage providers are based in the UK.

## **15 How long we keep your personal information**

- 15.1 If you do not 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.

15.2 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 personnel department at [personnel@reigate.ac.uk](mailto:personnel@reigate.ac.uk).

15.3 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.

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

15.5 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.

## **16 What rights do I have over my personal information?**

16.1 You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), (the UK regulator for data protection issues. See [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).

16.2 You also have additional 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
- 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)

16.3 If you want to exercise the rights set out above, please contact our Data Protection Officer (see above for contact details).

## **17 How will you tell me about changes to this privacy notice?**

17.1 We keep our privacy notice under regular review. Any changes we make to our privacy notice in the future will be posted on this page and if the changes influence you or the way we use your personal information we will bring them to your attention by email where appropriate.