Job Applicant Privacy Notice

Data Controller: Northern Learning Trust

As part of any recruitment process, Northern Learning Trust collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

1. What information does Northern Learning Trust collect?

Northern Learning Trust collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone numbers;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have support needs for which the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- disclosure of any previous convictions.

We may collect this information in a variety of ways. For example, data might be contained in application forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

Northern Learning Trust may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.
Data will be stored in a range of different places, including on IT systems (including email) and in hard copy.

2. Why does Northern Learning Trust process personal data?

Northern Learning Trust needs to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you.
In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

Northern Learning Trust 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 us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

Northern Learning Trust may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants have support needs to make reasonable adjustments for candidates, and information about any previous convictions. Northern Learning Trust processes such information to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, Northern Learning Trust may keep your personal data on file in case there are future employment opportunities for which you may be suited. We will ask for your consent before we keep your data.

3. Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes the Chief Executive, the Data & Admin Officer and with any members of staff involved in the recruitment process.

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you.

Northern Learning Trust will not transfer your data outside the European Economic Area.

4. How does Northern Learning Trust protect data?

Northern Learning trust takes the security of your data seriously. We have 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 our employees in the proper performance of their duties. If you would like to see a copy of our internal Data Protection Policy which contains further details of the internal systems we use to protect data, please contact Liz Sheerin lsheerin@northernlearningtrust.org.uk

5. For how long does Northern Learning Trust keep data?

If your application for employment is unsuccessful, we will hold your data on file for six months. after the end of the relevant recruitment process.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your employee 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.

6. Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require Northern Learning Trust to change incorrect or incomplete data;
- require Northern Learning Trust to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where Northern Learning Trust is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact Liz Sheerin lsheerin@northernlearningtrust.org.uk. If you believe that Northern Learning Trust has not complied with your data protection rights, you can complain to the Information Commissioner.

7. What if you do not provide personal data?

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

8. Automated decision-making

Recruitment processes at Northern Learning Trust are not based solely on automated decision-making.