Privacy Notice for Job Applicants

1. Introduction

Educ8 is committed to protecting the privacy and security of personal information and to being transparent about how personal information is collected and used.

This privacy notice explains how the relevant Educ8 company collects, uses, stores and shares personal information relating to individuals who apply to work with us. It applies to applicants for employment and other roles, whether applications are made directly to Educ8 or through a recruitment or employment agency.

Personal information is processed in accordance with applicable UK data protection legislation, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This privacy notice is non-contractual and may be updated where necessary.

2. Who is the Data Controller?

Educ8 operates through a number of separate legal entities. Each Educ8 company is separately registered with the Information Commissioner's Office (ICO).

The **data controller** will normally be the Educ8 company recruiting for the position for which you have applied. That company is responsible for determining how and why your personal information is processed.

Certain recruitment, HR, administrative and support functions may be provided centrally by **Educ8 Business Consultancy Ltd (EBC)** on behalf of other Educ8 companies. Personal information may therefore be processed by or shared with EBC where this is necessary for the recruitment process or the provision of central support services.

Where personal information is processed through these arrangements, it will be handled in accordance with applicable data protection legislation and Educ8's data protection policies and procedures.

If you are unsure which Educ8 company is the data controller for your application, please contact the Data Protection Officer using the details at the end of this notice.

3. Data Protection Principles

Educ8 will process personal information in accordance with the data protection principles.

Personal information will be:

- processed lawfully, fairly and transparently;
- collected for specified, explicit and legitimate purposes;
- adequate, relevant and limited to what is necessary;
- accurate and, where necessary, kept up to date;
- retained for no longer than is necessary; and
- processed securely and protected against unauthorised or unlawful processing and accidental loss, destruction or damage.

Educ8 is responsible for demonstrating compliance with these principles.

4. Personal Information We May Collect

During the recruitment process, Educ8 may collect and process information including:

- name, address and contact details;
- information contained within an application form, CV or covering letter;
- interview notes and recruitment assessments;
- employment history and previous experience;
- qualifications, professional memberships and training records;
- references;
- information about an applicant's right to work in the UK;
- identity documentation;
- driving licence information where relevant to the role;
- information required to undertake appropriate pre-employment and safer recruitment checks;
- Disclosure and Barring Service (DBS) information where applicable;
- information obtained through appropriate online searches undertaken as part of safer recruitment;
- information about salary expectations or current remuneration where relevant; and
- other information provided by the applicant during the recruitment process.

Where appropriate, Educ8 may also process **special category personal information**, including information concerning health or disability, racial or ethnic origin, religious or philosophical beliefs or other information required for equal opportunities monitoring.

Educ8 may also process information relating to criminal convictions and offences where this is necessary and lawful, including as part of safer recruitment and safeguarding checks.

5. How We Collect Personal Information

Personal information will usually be collected directly from the applicant through application forms, CVs, correspondence, interviews and other recruitment activities.

We may also obtain information from third parties and other sources, including:

- recruitment or employment agencies;
- current or previous employers and referees;
- the Disclosure and Barring Service;
- professional or regulatory bodies;
- providers carrying out recruitment or background checks on our behalf; and
- other lawful sources where necessary for recruitment or safer recruitment purposes.

Where appropriate, Educ8 may undertake publicly available **online searches** as part of its safer recruitment process.

Where required, applicants will be informed when information is obtained from other sources.

Personal information may be held within recruitment records, HR systems, secure electronic systems and email systems.

6. Why We Process Personal Information

Educ8 processes applicant information for purposes including:

- managing the recruitment and selection process;
- assessing an applicant's suitability for a role;
- communicating with applicants about their application;
- deciding whether to offer employment or engagement;
- verifying identity, qualifications, experience and employment history;
- obtaining and considering references;
- undertaking right-to-work checks;
- carrying out safer recruitment and safeguarding checks;
- undertaking DBS, barred-list and other appropriate pre-employment checks where legally permitted or required;
- undertaking appropriate online searches as part of safer recruitment;
- complying with legal, regulatory and safeguarding obligations;
- making reasonable adjustments for applicants with disabilities;
- monitoring equality of opportunity;
- establishing, exercising or defending legal claims; and
- maintaining appropriate recruitment and employment records.

7. Our Lawful Bases for Processing

Educ8 will only process personal information where there is a lawful basis for doing so.

Depending upon the particular information and purpose, our lawful bases may include:

- taking steps at an applicant's request before entering into an employment or other contract;
- complying with a legal obligation;
- pursuing Educ8's legitimate interests, where those interests are not overridden by the

individual's rights and freedoms; and
- where applicable, carrying out functions or obligations in the public interest or under relevant statutory requirements.

Where special category information is processed, Educ8 will also identify an appropriate condition under data protection legislation. This may include employment and social protection obligations, substantial public interest, equality monitoring or the establishment, exercise or defence of legal claims.

Criminal offence information will only be processed where Educ8 has a lawful basis and meets the additional legal requirements for processing such information.

Educ8 will not rely upon consent where another more appropriate lawful basis applies.

8. Safer Recruitment and Safeguarding

Educ8 provides education and services to children and young people and has significant safeguarding responsibilities.

Recruitment information may therefore be processed where necessary to meet safer recruitment, safeguarding and regulatory requirements.

Depending upon the role, this may include:

- identity checks;
- verification of employment history;
- references;
- qualification and professional registration checks;
- right-to-work checks;
- appropriate online searches;
- DBS checks;
- barred-list checks where legally permitted or required; and
- other checks required by legislation, statutory guidance or Educ8's safer recruitment arrangements.

Information obtained for safeguarding and safer recruitment purposes will only be accessed and used by those who require it for legitimate recruitment, safeguarding, regulatory or employment purposes.

9. If You Do Not Provide Information

Applicants are not required to provide every category of personal information in every circumstance.

However, certain information is necessary for Educ8 to assess an application or comply with its legal, regulatory and safeguarding obligations.

Where necessary information is not provided, Educ8 may be unable to progress an application, complete required pre-employment checks or offer employment or engagement.

10. Who We May Share Personal Information With

Applicant information may be shared internally with people who require it for legitimate recruitment purposes, including relevant members of HR, recruitment panels, senior leaders, managers and authorised administrative or IT personnel.

Information may also be shared with **Educ8 Business Consultancy Ltd** where it provides central recruitment, HR or administrative services to the recruiting Educ8 company.

Where appropriate and lawful, information may also be shared with:

- the Disclosure and Barring Service;
- referees and previous employers;
- recruitment or employment agencies;
- professional and regulatory bodies;
- organisations providing background or pre-employment checking services;
- occupational health providers where applicable;
- professional advisers;
- IT and other service providers processing information on Educ8's behalf;
- local authorities or other public bodies where relevant; and
- law-enforcement, regulatory or statutory bodies where disclosure is required or permitted by law.

Organisations processing personal information on Educ8's behalf are required to maintain appropriate security and confidentiality arrangements.

11. Security of Personal Information

Educ8 takes appropriate technical and organisational measures to protect personal information against accidental loss, unauthorised access, alteration, disclosure or misuse.

Access to applicant information is restricted to individuals who have an appropriate reason to access it.

Third parties processing personal information on Educ8's behalf are required to protect the information and process it only for authorised purposes and in accordance with applicable data protection requirements.

12. How Long We Keep Applicant Information

Educ8 will retain applicant information only for as long as necessary for the purposes for which it was collected, taking account of applicable legal, regulatory and operational requirements.

For unsuccessful applicants, recruitment information will generally be retained for **six months following completion of the recruitment exercise**, unless there is a legitimate reason or legal requirement to retain particular information for longer.

Where an applicant agrees that Educ8 may retain their details for consideration for future vacancies, relevant information may be retained for the period agreed with the applicant.

Where an application is successful, appropriate recruitment and safer recruitment information will become part of the individual's employment or engagement record and will be retained in accordance with applicable legal, regulatory and operational requirements.

Information that is no longer required will be securely deleted or destroyed.

13. International Transfers

Some of Educ8's systems or service providers may process personal information, or make it accessible, outside the United Kingdom.

Where this constitutes a restricted international transfer, Educ8 will ensure that the transfer is permitted under UK data protection law and that appropriate safeguards or another lawful transfer mechanism are in place.

Further information about relevant international transfer arrangements may be obtained from the Data Protection Officer.

14. Your Data Protection Rights

Depending upon the circumstances and the lawful basis for processing, individuals may have rights including the right to:

- be informed about how their personal information is used;
- request access to personal information held about them;
- request correction of inaccurate or incomplete information;
- request deletion of personal information in certain circumstances;
- request restriction of processing in certain circumstances;
- object to particular types of processing;
- request data portability where applicable; and
- withdraw consent where processing is based upon consent.

These rights are not absolute and some may not apply in particular circumstances.

Requests relating to data protection rights should be made to the Data Protection Officer.

15. Automated Decision-Making

Educ8 does not currently make recruitment decisions based solely on automated processing,

including profiling, where those decisions would have legal or similarly significant effects on applicants.

If this changes, applicants will be provided with the information required by data protection legislation.

16. Complaints

If an applicant has concerns about how Educ8 has collected, used, shared or protected their personal information, they should contact the Data Protection Officer in the first instance so that the matter can be considered.

Individuals also have the right to raise a complaint with the **Information Commissioner's Office (ICO)**, the UK's data protection supervisory authority.

17. Changes to this Privacy Notice

Educ8 may update this privacy notice where necessary to reflect changes in legislation, regulatory guidance, recruitment arrangements or Educ8's processing activities.

Where a significant change affects the way applicant information is processed, appropriate steps will be taken to bring the change to the attention of affected individuals.

18. Contact Details

Questions about this privacy notice, the processing of applicant information or the exercise of data protection rights should be directed to:

Data Protection Officer – Tim Warner MAAT
Educ8 Group
Mill House
Nailstone Road
Carlton
Warwickshire
CV13 0DH

Email: tim.warner@educ8group.com
Telephone: 07817 641240

The Data Protection Officer can also confirm which Educ8 legal entity is the data controller for a particular recruitment exercise.