

Data Privacy Notice for Job Applicants

This privacy notice describes how The Pinnacle Learning Trust ('the Trust') handles personal data you submit when applying for a job. Please read this document to ensure that you understand how your data will be processed and safeguarded.

Providing your data is voluntary. However, if you decline to submit requested candidate data, our ability to consider you as a candidate may be limited. By submitting an application to the Trust, you are consenting to the processing of your data for the purpose of forming a contract should you be successful in your application.

If you are successful in your application, you will be provided with a separate privacy notice in relation to any further processing of your data prior to the commencement of your employment. If your application is unsuccessful, your data will be retained and/or destroyed in accordance with the Trust's data retention policy.

Who processes your information?

As part of the Trust's recruitment process, certain information needs to be collected so your application can be considered. This privacy notice is intended to inform you how the trust intends to collect, use, process and store your data. The Trust is the data controller and is responsible for any personal data that is provided in your application.

The Trust has appointed a data protection officer (DPO) for the purposes of overseeing and monitoring the Trust's data. The DPO can be contacted via dataprotection@pinnaclelearningtrust.org.uk or by telephone on 0161 287 8000.

What information does the Trust collect?

It collects a range of information about you. This includes:

- Your name, address and contact details, including email address and telephone number;
- Details of your skills, experience and employment history, including absence;
- Education & qualifications including photographs and images from recorded assessments;
- Information about your current level of remuneration, including benefit entitlements;
- Whether or not you have a disability for which the Trust needs to make reasonable adjustments during the recruitment process;
- Nationality, visa, proof of right to work permit information including passport, driving licence, national insurance number;
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief;
- Social media handles

The Trust collects this information in a variety of ways. For example, data might be contained in application forms, CVs or cover letters, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment. Recruitment agencies also regularly provide personal data, primarily in the form of candidate CVs.

Why is your information collected and processed?

The Trust has the legal right and a legitimate interest to collect and process personal data relating to its prospective employees to ensure that the Trust's safeguarding and safer recruitment policies are upheld. The Trust processes personal data to meet the requirements set out in UK employment and childcare law.

The lawful basis for processing personal data pertaining to prospective members of staff is for the purposes of forming a contract. The data will be used for the following reasons:

- To carry out pre-employment checks, e.g. right to work in the UK
- To comply with legal or regulatory requirements.
- To assess your skills, qualifications, and suitability for the work or role.
- To carry out an online search as part of our due diligence on all shortlisted candidates.
- To enable ethnicity and disability monitoring
- To allow better financial modelling and planning
- To inform the development of recruitment and retention policies
- To communicate with you about the recruitment process.

The Trust processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the Trust processes special categories of data, such as information about ethnic origin, sexual orientation, health, religion or belief, age, gender or marital status, this is done for the purposes of equal opportunities monitoring with the explicit consent of job applicants, which can be withdrawn at any time.

For all roles, the Trust is obliged to seek information about criminal convictions/offences. Where it seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The Trust will not use your data for any purpose other than recruitment.

Will your personal data be sought from third parties?

The Trust will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Trust will then share your data with former employers to obtain references for you, employment background check providers and (where required) regulatory bodies to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks

How does the Trust protect data?

The organisation takes the security of your data seriously. Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR team, interviewers involved in the recruitment process, other recruitment decision-makers in the Trust and IT staff if access to the data is necessary for the performance of their roles.

We have in place appropriate security measures to protect your personal data from access by unauthorised persons and against unlawful processing, accidental loss, destruction and damage. We limit access to your personal information to those people who have a business need to know. They will only process your personal information on our instructions and they 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.

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

How long is your data retained for?

Personal data is retained in accordance with the Trust's data retention policy. Data will only be retained for as long as is necessary to fulfill the purposes for which it was processed. Data will be disposed of in accordance with the Trust's

data retention policy. If you require further information regarding retention of data and the periods for which your personal data is held for, please contact the DPO (see below).

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

Automated decision-making

Recruitment processes and decisions are not based solely on automated decision-making.

How can you find out more information?

If you have any questions about how your data is handled, please contact the DPO via dataprotection@pinnaclelearningtrust.org.uk or by telephoning on 0161 287 8000.