

Data Privacy Notice for Job Applicants

This privacy notice describes how the Altus Education Partnership ('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 Altus Education Partnership, 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 Altus Education Partnership 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 processing practises. The DPO can be contacted via information@rochdalesfc.ac.uk or by telephoning the college on 01706 769800.

What data is collected?

The personal data that the trust will collect from prospective members of staff includes the following:

- Name
- Contact details, e.g. phone number, address, e-mail
- Work history including absence information
- Remuneration
- Education & qualifications including photographs and images from recorded assessments
- References
- Nationality, visa, proof of right to work permit information including passport, driving licence, National Insurance number
- Results of pre-employment screening checks e.g. credit history, criminal records checks (where permitted under local law)
- Characteristics such as ethnic group

Why is your information collected and processed?

Altus Education Partnership 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 enable ethnicity and disability monitoring
- To allow better financial modelling and planning
- To inform the development of recruitment and retention policies

Will your personal data be sought from third parties?

Personal data is only sought from the data subject. No information will be sought from third parties without your consent. Prospective employees' personal data may be obtained and processed from third parties where the law requires e.g. medical records from a GP.

How is your information shared?

The Altus Education Partnership will not share your personal information with any third parties without your consent, unless the law allows for this.

The trust is required, by law, to pass on some personal information to the Local Authority and we will share information with our occupational health provider. This information is used so that relevant pre-employment checks can be made. This information can be found on certain documentation for example your passport or birth certificate and these may be requested as part of the application process.

How long is your data retained for?

Personal data is retained in accordance with the Altus Education Partnership's data retention policy. Personal data may be retained for varying periods of time depending on the nature of the information. Data will only be retained for as long as is necessary to fulfil the purposes for which it was processed, and will not be retained indefinitely if there is no such reason for it to be.

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.

How can you find out more information?

If you have any questions about how your data is handled, please contact the DPO via information@rochdalesfc.ac.uk or by telephoning the college on 01706 769800.