

## JOB APPLICANT PRIVACY NOTICE

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**Data controller:** North Lancs Training Group (NLTG)

**Person responsible for Data protection:** Gareth Lindsay (Managing Director)  
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### Introduction

As part of any recruitment process, NLTG collects and processes personal data relating to job applicants. NLTG is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

### What information does NLTG collect?

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

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the company needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- information required to assess your suitability to work with children and vulnerable adults.

NLTG may collect this information in a variety of ways. For example, data maybe contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment such as Diagnostic and ICT Tests.

NLTG may also collect personal data about you from third parties, such as the Disclosure and Barring Service (DBS) and references supplied by former and current employers. NLTG will only seek information from third parties once a job offer to you has been made and accepted unless indicated otherwise on the application form.

If successful, 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). Further details will be provided on appointment via the Employee Privacy Notice available from induction.

### Why does NLTG process personal data?

NLTG needs to process data to take steps to enter into a contract with you.

In some cases, NLTG needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

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

NLTG may process special categories of data, such as information about ethnic origin, sexual orientation, religion or belief, to monitor recruitment statistics. It may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. NLTG processes such information to carry out its obligations and exercise specific rights in relation to employment.

NLTG is also obliged to seek information about criminal convictions and offences. Where the company 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 within the Education Sector.

### Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes interviewers involved in the recruitment process, managers in the business area with a vacancy, HR and recruitment processing teams including IT.

NLTG will not share your data with another other third parties, unless your application for employment is successful and you are made an offer of employment.

NLTG will share your data with former employers to obtain reference, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service (DBS) to obtain necessary criminal records checks.

NLTG will not transfer your data outside the European Economic Area. (EAA).

### **How does NLTG protect data?**

NLTG takes the security of your data seriously. It has 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 and authorised personnel in the proper performance of their duties. Details of the policies and controls can be found within the Data Protection Policy and other specific IT Policies.

### **For how long does NLTG keep data?**

If your application for employment is unsuccessful, the company will hold your data on file for six months after the end of the relevant recruitment process for consideration for future employment opportunities and any potential queries / claims. At the end of that period, or if you withdraw your consent, your data is permanently deleted / destroyed.

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 the Employee Privacy Notice at induction.

### **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 NLTG to change incorrect or incomplete data;
- require NLTG 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 NLTG is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the person responsible for Data Control identified at the top of this notice.

If you believe that NLTG has not complied with your data protection rights, you can complain to the Information Commissioner.

### **What if you do not provide personal data?**

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

### **Automated decision-making**

Recruitment processes are not based on automated decision-making.