



## PRIVACY NOTICE FOR ALL APPLICANTS

### What is this Privacy Notice for?

Under data protection law, individuals have a right to be informed about how the Agora Learning Partnership and the schools within the Trust use any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals who apply to us for employment. Please read the following privacy policy to understand how the Trust uses and protects the information you provide.

### The information we collect

As part of any recruitment process, the Agora Learning Partnership and its schools collect and process personal data relating to job applicants.

This may include (but is not limited to):

- 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
- information about your entitlement to work in the UK
- notes from interviews and activities we ask you to complete as part of the recruitment process
- references from previous employers

The Trust may also collect, store and use information that falls into *special categories* of more sensitive personal data. This includes information about (where applicable):

- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief
- whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process

### How we collect this information

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

We may also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks via the Disclosure and Barring Service.

While the majority of information the Trust collects from individuals is mandatory, there is some information that individuals can choose whether or not to provide.

Whenever the Trust seeks to collect information from an individual, it will make it clear whether an individual *must* provide this information (and if so, what the possible consequences are of not complying), or whether the individual has a choice.

### **How we use this information**

We use this information:

- to manage the recruitment process
- to assess and confirm a candidate's suitability for employment
- to decide to whom to offer a job
- to ensure the Trust is complying with its legal obligations, for example eligibility to work in the UK
- to ensure the Trust is complying with statutory safeguarding requirements
- to make reasonable adjustments to the recruitment process for candidates who have a disability
- for equal opportunities monitoring purposes
- to keep you informed of available roles as they arise, if you join our talent pool (as this is carried out under your consent you may withdraw your consent at any point you can do this by contacting either the school or the Trust's DPO [DPO@agoralearning.co.uk](mailto:DPO@agoralearning.co.uk))

As an education provider, the Trust is obliged to seek information about criminal convictions and offences. Where The Trust 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.

We will not use your data for any purpose other than the recruitment application process of which you are a part.

### **How we hold this information**

The personal information we collect is stored on the computer system of our third-party provider and/or the Trust or school's IT system and is accessed by authorised employees for the purposes of recruitment. Any interview notes taken by Trust employees may be stored in hard copy or electronically and maintained for the purposes of recruitment.

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during our recruitment process.

### **The lawful basis on which we process this information**

We collect and process your personal data under the lawful basis of legitimate interest and legal obligation. For example, we have a legitimate interest to see your work history and qualifications to see if you would be suited to the role you have applied for. We are under a legal obligation to ensure any successful applicants have the right to work in the UK.

### How long we keep the information

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your HR 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 once you are employed.

If you are unsuccessful, we will retain your application form and other information collected during the recruitment process for 6 months, at which point it will be securely destroyed. Should you wish for this information to be deleted before this time, you can request this from the Trust's Data Protection Officer [DPO@agoralearning.co.uk](mailto:DPO@agoralearning.co.uk)

### Who has access to the data

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the recruitment panel, interviewers involved in the recruitment process, managers in the area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

Other than to request references in line with safer recruitment practices and to obtain relevant background and right to work checks, the Trust will not share your data with third parties, unless your application for employment is successful and you receive an offer of employment.

### How the Trust protects your data

The Agora Learning Partnership takes the security of your data seriously. It has internal policies such as the [Trust's Data Protection Policy](#) and Data Retention Policy 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.

### How can you request access to the information we hold?

You have the right to request access to information about you that we hold via a Subject Access Request (SAR). To make a request for your personal data, contact the school's headteacher in the first instance or the DPO if your application is for a role in the central team. The legal timescales for the school to respond to a Subject Access Request is one calendar month. As the school has limited staff resources outside of term time, we encourage you to submit Subject Access Requests during term time and to avoid sending a request during periods when the school is closed or is about to close for the holidays, if possible. This will assist us in responding to your request as promptly and fully as possible. For further information about how we handle Subject Access Requests, please see the [Trust's Data Protection Policy](#)

### For more information about Data Protection Regulations and your rights

Please visit the ICO's website: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

If you have a concern about the way we are collecting or using your personal data, please raise this with the school in the first instance or directly to the Trust's Data Protection Officer  
[DPO@agoralearning.co.uk](mailto:DPO@agoralearning.co.uk)

Should you still have concerns following this process, please contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

If you would like to discuss anything in this privacy notice, please contact:  
[DPO@agoralearning.co.uk](mailto:DPO@agoralearning.co.uk)