

Privacy Notice – EAS Job Applicants

What it covers

As part of any recruitment process, the Education Achievement Service (EAS) collects and processes personal data relating to job applicants. EAS is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

This privacy notice applies to EAS job applicants.

Personal data, or personal information, means any information about an individual from which that person can be identified.

The EAS is the Data Controller under the data protection legislation.

This version was last updated on 24 May 2018.

What information do we hold, process and share?

The information we hold and process will be used for our management and administrative use only. We will keep and use it to enable us to run the business and job application process effectively, lawfully and appropriately. The categories of information we collect, process, hold and share about you is likely to include:

- Your name, date of birth, gender, national insurance number, address, contact details including telephone numbers and email addresses;
- Equal opportunities monitoring information;
- Qualifications, skills, experience and employment history;
- Information about medical or health conditions, including whether or not you have a disability.

The information we hold will have been collected in a variety of ways, such as provided by you, collected through application forms or CVs, obtained from your passport or other identity documents such as your driving licence; from correspondence with you; or through interviews, meetings or other assessments; from employment background check providers and information from criminal records checks permitted by law.

The EAS use a third party organisation to who collect application forms and applicants personal information on our behalf. The third party organisation only process your personal data on our instructions and they are subject to a duty of confidentiality.

Where do we hold this information?

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).

Why we use this information?

EAS needs to process data to take steps at your request prior to entering into a contract with you if you are a successful applicant. It may also need to process your data to enter into a contract with you.

In some cases, EAS 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.

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

The EAS may process special categories of data, such as information about ethnic origin, sexual orientation or 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. The EAS processes such information to carry out its obligations and exercise specific rights in relation to employment.

For some roles the EAS is obliged to seek information about criminal convictions and offences. Where the EAS 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 EAS will not use your data for any purpose other than the recruitment exercise for which you have applied, unless you are successful, in which case your data will be retained in accordance with our workforce privacy notice.

Storing the information and data security

We intend to protect the quality and integrity of your personal information, in accordance with current law. We have implemented technologies and security policies to protect the stored personal data from unauthorised access, improper use, alteration, unlawful or accidental destruction and accidental loss. In addition, we limit access to your personal data to those employees, agents, contractors and other third party organisations who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

Where the organisation engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

We will continue to enhance our security procedures, as new technology becomes available.

Your personal information will be stored for the following periods of time:

- For non-shortlisted applicants, 6 months from the application closing date;
- For shortlisted applicants, 6 months from the date of interview;
- If you are a successful candidate your information will be stored in accordance with our workforce retention policy.

Personal information sharing and disclosure

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

Other than the third party recruitment organisation the EAS use to collect applications and when pre-interview references are required, the EAS will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The organisation will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

We do not transfer your personal data outside the European Economic Area.

Your Rights

Under data protection legislation, you have the right to:

- Request access to and obtain a copy of your personal information;
- Object to the processing of your personal data where we are relying on your consent or EAS legitimate interests as the legal ground for processing;
- Ask EAS to stop the processing of your personal data, for example where the data is no longer necessary for the purposes of processing;
- Have personal data rectified, erased or destroyed.

Please note that not all of these rights apply to all information, and so we may not be able to comply with your request. We will always tell you if this is the case.

If you wish to exercise any of your rights, or have any requests or objections, these should be made in writing to the EAS' Data Protection Officer, Sarah Jones:

By Post

Education Achievement Service
Tredomen Gateway
Tredomen Park
Ystrad Mynach
Hengoed
CF82 7EH

By Email

business.support@sewaleseas.org.uk

Opening Hours

Monday to Friday 8.30am to 5pm

If you are unhappy with the way in which your personal data has been processed, you may in the first instance contact the EAS' Data Protection Officer using the contact details above. If you remain dissatisfied, then you have the right to lodge a complaint to the Information Commissioners' Office (www.ico.org.uk).

What if you do not provide personal information?

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

Questions or suggestions

If you have any questions or suggestions regarding this privacy notice, please contact business.support@sewaleseas.org.uk.