Privacy Notice: Recruitment

We, Twynham Learning, are the data controller of the personal information you provide to us during the recruitment process unless otherwise stated. A data controller determines how and why personal data can be processed.

The data we collect

The personal data we may collect from you depends on how far your application progresses through the selection process, and may include:

- Personal/contact details such as names (and previous names), title, addresses, telephone numbers, personal email addresses, National Insurance number, date of birth, social media usernames and driving/commuting details
- Information about your current and former employments, education/training history and membership of professional/technical bodies
- Evidence of how you meet the requirements of the job
- Contact details for your referees, and the references they provide to us
- Diversity and equal opportunities monitoring information – this can include information about your race or ethnicity, religious beliefs, sexual orientation, disability and other 'special category data'. You do not need to provide this data if you choose not to
- Copies of ID and proof of address documents that you give us, which may include your driving licence, passport, birth certificate, bank statements and/or council tax bills
- Details that you provide to us on our Criminal Records & Childcare Declaration form
- evidence of your right to work in the UK and immigration status
- notes and other materials generated from selection interviews and assessments
- information about your health, including any medical needs or conditions
- emergency contact details
- your bank details and information about your income tax arrangements
- if you contact us regarding your application, a record of that correspondence
- the status of your application/pre-start checks and updates on how they move forward
- the results of your pre-start checks, which may include:
    - whether your Enhanced DBS and Barred List checks were clear or not
    - whether your Section 128 check was clear or not
    - for teaching staff – teacher number, QTS and statutory induction completion dates
    - evidence of overseas checks.

Why we collect and use your information

- We use your application information to assess your suitability for the role and to carry out pre-start checks in accordance with statutory guidance and our Recruitment, Selection & Probation Policy.
- We use your contact details to contact you to progress with your application.
- We use your personal details and social media usernames to carry out online searches on your publicly available online activity. These searches are solely for the purposes of identifying those who are unsuitable to work with children and/or who may cause us reputational damage.
- We use the referee information to contact your referees before you are invited to interview.
- If you provide special categories of data such as your gender or ethnicity, we will use this for equal opportunities monitoring purposes only. This information will not be made available to your interview panel and will never be disclosed in a way that can identify you.

- We use your health data to determine if you are fit to undertake the work that you have been offered, or advise us if any adjustments are needed to the selection process and/or work environment or systems so that you may work effectively.
- We use your bank details and NI number, so that we can pay you through our payroll and accurately apply tax to your pay.
- We hold your emergency contact details so we know who to contact in the event of an emergency at work.

How your personal information is collected

We usually collect your personal information when you your application form and other forms/documents to us. We might also collect information from third parties, these include:

- Former employers and people you name as referees
- the Teaching Regulation Agency
- the Disclosure & Barring Service (DBS)
- online search engines and social media platforms
- the DVLA

Data sharing

We do not share your personal data without your consent, unless the law and our policies allow us to do do. Some personal information you provide in the recruitment process will be shared with our partner organisations:

- The Disclosure & Barring Service (DBS) will use your data to perform criminal records and Barred List checks on our behalf.
- Dorset Council provide our Occupational Health (including pre-employment medical screening) services in association with Health Management Ltd. Dorset Council's Privacy Notice is here and Health Management Ltd's privacy notice is here.
- Dorset Council provides our payroll services. If you accept an offer of employment with us, some of your personnel records will be held on SAP, which is an HR Records System used by Dorset Council on our behalf for the purposes of payroll and the retention of data about your employment. The privacy notice for Dorset Council Payroll is here and SAP's privacy notice can be found here.
- If you are appointed, we will also hold your personal details on our Management Information System – Arbor and our financial management system - Access. Arbor's privacy notice is here and Access' privacy notice is here.

We will also share your data if we are required to do so by law – for example, by court order, by Ofsted, for the purposes of safeguarding children or to prevent fraud or other crime.

Data Security

We have put in place measures to protect the security of your information. Third parties will only process your personal information on our instructions and where they have agreed to treat the information confidentially and to keep it secure.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we only give access to your personal information to those employees, agents, contractors and other third parties who need to work on your recruitment process.

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.

Data Retention

If you are successfully appointed, the information that you provide during the application process will be retained by us as part of your personnel file for the duration of your employment plus six years following the end of your employment.

If you are unsuccessful at any stage of the recruitment process, the information you have provided until that point will be retained for six months from the end of the vacancy selection process.

Information generated throughout the assessment process, for example interview notes, is retained by us for six months from the end of the vacancy selection process.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact us by email at dataprotection@twynhamlearning.com

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

Contact and Concerns

If you would like to discuss anything in this privacy notice, please contact the Data Protection Officer at Twynham Learning by email at dataprotection@twynhamlearning.com.

If you have a concern about the way we are collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113. Their website is https://www.ico.org.uk.