Education Learning Trust Multi Academy Trust

Privacy Notice

Recruitment

2026/2027

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1. Policy Statement

The Education Learning Trust is a data controller for the purpose of the UK General Data Protection Regulation (UK GDPR). This privacy notice explains how we collect, store and use personal data about applicants. This will include data that we obtain directly and data that we obtain from other people and organisations. This notice explains how the Trust processes recruitment information in accordance with UK data protection legislation.

2. Collection, Use and Processing of Data

During the application process, we collect and use the following data:

- name and contact details (i.e. address, home and mobile phone numbers, email address)
- details of qualifications, training, experience, duties, employment history (including job titles, salary, relevant dates and working hours), details of driving licence (if relevant for role), membership of professional bodies and interests
- racial or ethnic origin, sex and sexual orientation, religious or similar beliefs
- information regarding criminal records
- details of referees
- whether applicants are related to any member of our workforce
- details of any support or assistance applicants may need to assist them at the interview because of a disability

Following the shortlisting stage, and prior to making a final decision:

- information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained from previous employers and/or education providers*
- confirmation of academic and professional qualifications (including seeing original certificates)*
- information via the DBS process, regarding criminal record, in criminal records certificates

(CRCs) and enhanced criminal records certificates (ECRCs), whether applicants are barred from working in regulated activity*
- Where criminal offence data is processed, the Trust does so in accordance with Article 10 UK GDPR and Schedule 1 of the Data Protection Act 2018.
- nationality and immigration status and information from related documents, such as passport or other identification and immigration information*
- health information necessary to assess fitness for work, reasonable adjustments or compliance with employment and equality obligations. *
- a copy of driving licence (or other appropriate documentation as listed on the Home Office list)*
- if applicants are applying for a teaching role, we will use the DfE 'Check a Teacher's Record' to validate teacher status, whether they are subject to a prohibition from teaching order and any other relevant checks (for example Section 128 direction for management posts and EEA teacher sanctions)*
- equal opportunities' monitoring data

By law, or in order to enter into your contract of employment, applicants must provide the categories of information marked (*) above to us to enable us to verify their right to work and suitability for the position. Without providing us with this information, or if the information is not satisfactory, then we will not be able to proceed with any offer of employment.

For all staff employed by us, some of the information we collect will be included on our Single Central Record. In this scenario, a Workforce Privacy Notice in relation to data we collect, process, hold and share about them during your time with us, will be issued.

3. Why we use this information

We will process personal data during the application process for the purpose of complying with legal obligations, carrying out tasks which are in the public interest, and taking steps with a view to entering into an employment contract.

This includes:

- to assess suitability for the role candidates are applying for
- to take steps to enter into a contract
- to check that applicants are eligible to work in the United Kingdom or are not prohibited from teaching
- so that we are able to monitor applications for posts to ensure that we are fulfilling our obligations under the public sector equality duty under the Equality Act 2010

We process your data under the UK GDPR, Data Protection Act 2018, and the Data (Use and Access) Act 2025, relying on lawful bases including contract, legal obligation, public interest, and recognised legitimate interests.

4. Automated Decision-Making

We do not use automated decision-making or profiling in relation to your personal data. Should this change, we will update this notice and inform you directly.

5. Collecting Information

Depending on the position applied for, we may collect this information from applicants, referees (details of whom will have been provided on the application form), education providers, any relevant professional body, the Disclosure and Barring Service (DBS), the DfE and the Home Office.

6. Storing Information

We will hold information relating to applications only for as long as necessary. Successful applicants' staff records are held in line with our Records Management Policy.

If applicants are unsuccessful we will hold their personal data only for six months, after which time it is securely deleted.

7. Sharing Information

We will not share information gathered during your application process with third parties, other than professional advisors such as legal as HR advisors.

8. Requesting Access to your Personal Data

Under data protection legislation, applicants have the right to request access to information about them that we hold. To make a request for your personal information, please contact dpo@educationlearningtrust.com or alternatively you can view our Subject Access Policy.

Candidates 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
- claim compensation for damages caused by a breach of the Data Protection regulations

Under the Data (Use and Access) Act 2025, you may request access to your personal data. We will conduct reasonable and proportionate searches and may pause the response period ('stop-the-clock') if clarification is needed.

If you feel it necessary to do any of the above, you can speak with our Data Protection Officer on **0161 757 9333** or email at **DPO@educationlearningtrust.com**. The school does not have to meet all of your requests and we will let you know where we are unable to do so. Alternatively, contact the Information Commissioner's Office at https://ico.org.uk/concerns/

9. Contact us

If you would like to discuss anything in this privacy notice, please contact: dpo@educationlearningtrust.com

10. Complaints

If you have concerns about how your data is handled, you may use our internal complaints procedure. We aim to respond within 30 days. If you remain dissatisfied, you may escalate your complaint to the Information Commissioner's Office:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Website: https://ico.org.uk/global/contact-us/