



Horizons Therapeutic Education Trust





Privacy Notice for Job Applicants

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1. INTRODUCTION













This Privacy Notice for job applicants explains how we collect, store and use personal data about individuals as part of our recruitment process.

Our Trust is the 'Data Controller' and as such, we are registered with the ICO (Information Commissioner's Office) and we comply with UK General Data Protection Regulation (UK GDPR).

Our Data Protection Officer (DPO) is SchoolPro TLC Ltd. (see 'Contact' below).




2. CATEGORIES OF JOB APPLICANT INFORMATION WE PROCESS

We collect a range of information about you, this includes:

-  Your name, address and contact details, including email address and telephone number.
-  Relevant documentation which confirms your identification and proof of address.
-  Details of your education, qualifications and training, including membership of professional bodies.
-  Information about your current level of remuneration, including benefit entitlements.
-  Information about your continuous service where relevant.
-  Details of your skills, experience, current employment and previous employment.
-  Details of relationships you may have with current employees.
-  Relevant information to enable us to undertake safer recruitment in education checks, including details of referees.
-  Whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process.
-  Information about your entitlement to work in the UK.
-  Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.
-  Information on any incidents or issues that may have been identified in online checks of publicly available information.

3. WHY WE COLLECT AND USE JOB APPLICANT INFORMATION

We use job applicant data to:

-  Take steps at your request prior to entering into a contract with you
-  Enter into a contract with you
-  Ensure that we are complying with our legal obligations Under the UK General Data Protection Regulation (UK GDPR).

The legal basis / bases we rely on for processing personal information for general purposes are:

UK GDPR Articles:

- (6a) Consent;
- (6c) A Legal obligation;
- (6d) A duty to safeguard pupils;
- (6e) Public task.

Special Categories of data are set out in Article 9 of the UK General Data Protection Regulation. We will work within the conditions of GDPR - Article 9 of the UK GDPR:

- (9.2a) explicit consent;
- (9.2b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law;
- (9.2c) where processing is necessary to protect the vital interests of the data subject or of another natural person;
- (9.2f) for the establishment, exercise or defence of legal claims;
- (9.2g) reasons of substantial public interest;
- (9.2j) for archiving purposes in the public interest.

We process criminal offence data under Article 10 of the UK GDPR.

Our Data Protection Policy highlights the conditions for processing in Schedule 1 of the Data Protection Act 2018 that we process Special Category and Criminal Offence data under.

4. COLLECTING AND STORING JOB APPLICANT INFORMATION

We collect this information in a variety of ways such as through application forms or CVs, and we will also collect personal data about you from third parties, such as references supplied by former employers. We will also carry out an online search about you for information that is publicly available online. This will include social media accounts you may hold.

We hold data securely in a range of different places for the set amount of time shown in our data retention schedule, which is available on request from the office via email to MLCOffice@horizonstet.co.uk.

5. WHO WE SHARE JOB APPLICANT INFORMATION WITH

Your information will be shared internally for the purposes of the recruitment exercise. We will also share data with employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

6. 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 MLCOffice@horizonstet.co.uk.

Depending on the lawful basis used for processing data (as identified above), you may also have the other rights as per the UK GDPR.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance.

Alternatively, you can contact our Data Protection Officer which is SchoolPro TLC Ltd. via DPO@SchoolPro.uk.

If you are not happy with the outcome, you may raise a complaint with the Information Commissioner's Office at <https://ico.org.uk/concerns/>, on 0303 123 1113, or by writing to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

7. WITHDRAWAL OF CONSENT AND THE RIGHT TO LODGE A COMPLAINT

Where we are processing your personal data with your consent, you have the right to withdraw that consent.

If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting MLCOffice@horizonstet.co.uk.

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time.

8. CONTACT

If you would like to discuss anything in this privacy notice, please contact MLCOffice@horizonstet.co.uk.

9. LINKED POLICIES

HTET Data Protection Policy
HTET Data Retention Schedule
HTET Privacy Notices (all)