Partnership Learning

Partnership Learning and Its Schools

Recruitment Privacy Notice

(How we use your personal data during recruitment)

This privacy notice explains how Partnership Learning and its schools collect, use and protect personal data relating to individuals applying to work with us.

For the purposes of data protection law, Partnership Learning and its schools act together as joint data controllers.

1. Policy Statement

As part of your application to join us, we will gather and use information relating to you.

“Personal data” means information that identifies you.

“Processing” means collecting, recording, storing, sharing, using or deleting personal data.

We may retain certain information after the recruitment process has concluded, even if you are unsuccessful, in accordance with legal and regulatory requirements.

We comply with the following legislation:

- UK General Data Protection Regulation (UK GDPR).
- Data Protection Act 2018.
- Data Use and Access Act 2025.

2. What Information Do We Process During Recruitment?

Up to and including shortlisting stage:

- Name and contact details.
- Qualifications, training, employment history and experience.

- Professional memberships and relevant interests.
- Driving licence details (where relevant to the role).
- Racial or ethnic origin, sex, sexual orientation and religious beliefs (equal opportunities monitoring).
- Criminal record information.
- Referee details.
- Information about any support required for interview due to disability.
- Whether you are related to any member of our workforce.

Following shortlisting and prior to final decision:

- References from previous employers or education providers.
- Confirmation of academic and professional qualifications.
- Disclosure and Barring Service (DBS) information.
- Nationality and immigration status documentation.
- Medical fitness to work confirmation.
- Right to work documentation.
- Teacher status and prohibition checks (where applicable).
- Equal opportunities monitoring data.

Certain information is required by law or necessary to enter into an employment contract. Without this information, we may be unable to proceed with an offer of employment.

3. Where Do We Obtain Your Information From?

We may obtain information from:

- You directly.
- Your referees.
- Education providers.
- Professional bodies.
- Disclosure and Barring Service (DBS).
- Teaching Regulation Agency or equivalent bodies.
- The Home Office.
- Other relevant authorities where required.

4. Why Do We Use This Information?

We process personal data to:

- Assess your suitability for the role.
- Take steps to enter into an employment contract.
- Verify your right to work in the UK.
- Check safeguarding and suitability requirements.
- Comply with legal obligations.
- Fulfil public sector equality duties.

5. Use of Digital Systems and AI

In line with the Data Use and Access Act 2025:

- Data use must be transparent and proportionate.
- Automated systems will not make significant recruitment decisions without appropriate human oversight.
- Third-party providers must meet strict compliance and security standards.

6. How Long We Keep Your Information

If you are successful, your information will form part of your personnel record and a separate staff privacy notice will apply.

If you are unsuccessful, we will normally retain your personal data for six months, after which it will be securely deleted.

7. Who We Share Information With

We do not share information gathered during recruitment with third parties, except where necessary, including:

- Professional advisors (e.g. HR or legal advisors).
- Disclosure and Barring Service.
- Regulatory or safeguarding bodies where required.

8. Your Rights

You have the right to:

- Request access to your personal data.

- Request rectification of inaccurate data.
- Object to certain processing.
- Request restriction of processing.
- Object to automated decision-making.
- Request data portability (where applicable).
- Seek compensation in certain circumstances.

9. Concerns or Complaints

If you have concerns about how your personal data is used, please raise this in the first instance using the dedicated complaints form available on the Partnership Learning website.

Alternatively, you may contact:

- Partnership Learning Data Protection Officer (DPO)
- Email: dpo@partnershiplearning.com

If you remain dissatisfied, you may contact the Information Commissioner's Office (ICO):

- Website: https://ico.org.uk
- Telephone: 0303 123 1113