



## PRIVACY NOTICE

Senta Education Limited is committed to protecting the privacy and security of your personal information. We collect and process personal data relating to job applicants. This Privacy Notice describes how we use that data and meet our obligations in accordance with data protection legislation, including the General Data Protection Regulation (GDPR) and Data Protection Act 2018, as may be amended from time to time.

It applies to all job applicants who submit personal data in the form of CVs, application forms and copies of training records/certification to the Senta Education Ltd., speculatively or in response to a job advertisement.

Successful applicants will have access to our privacy notices for employees, workers, contractors, volunteers and interns when we are collecting or processing additional personal information about you, so that you are aware of how and why we are using such information. Personal data to which this Privacy Notice relates will be stored in our personnel management systems and other IT systems including email.

**Please read this Privacy Notice carefully and ensure that you understand it.**

### Data Protection Principles

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes
- Accurate and kept up to date
- Relevant to the purposes we have told you about and limited only to those purposes
- Kept only as long as necessary for the purposes we have told you about
- Kept securely

### Information Held

In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you:

- The information you have provided to us in your CV, cover letter and or registration form
- The information you have provided on our application form, including name, previous surnames, title, address, telephone number, personal email address, date of birth, gender, employment history, qualifications, national insurance number, right to work information and documents, DBS results, overseas police check, proof of identity, eg driving licence or passport, references, contact name and telephone number, emergency contact, any details relation to disqualification from working with children subject to the relevant legislation, medical information relating to capability to carry out the role and professional registration details
- Any communications between you and Senta Education Ltd.
- Any information you provide to us during an interview

**We may also collect, store and use the following “special categories” of more sensitive personal information:**

- Information about any disability to enable us to make reasonable adjustments for candidates who have a disability.
- Information about your race or ethnicity, sexual orientation, political views and religious beliefs
- Information about criminal convictions and offences

We may also collect personal data about you from third parties, however, we will only seek information from third parties once a job offer to you has been made and will inform you that we are doing so.

## **Collection of Personal Information**

We collect personal information about potential employees, workers, contractors, volunteers and interns through the application and recruitment process, either directly from candidates or sometimes from an employment agency or background check provider. We may sometimes collect additional information from third parties such as employers, background check agencies or from a publicly accessible source, including but not limited to: job boards, social media sites such as Facebook, LinkedIn, Instagram, and personal recommendations.

## **Information Use**

We will only use your personal information when the law allows us to. Most commonly, we will use the personal information we collect about you to:

- Assess your skills, qualifications, and suitability for the role
- Communicate with you about the recruitment process
- Carry out background and reference checks, where applicable
- Keep records related to our hiring processes
- Comply with legal or regulatory requirements

We also need to process your personal information to decide whether to provide you with our work finding services. Having received your CV, covering letter and your application form (where applicable), we will then process that information to decide whether you meet the basic requirements to be shortlisted for our work finding services. If you do, we will decide whether your application is strong enough to invite you for an interview (where applicable). If we decide to call you for an interview, we will use the information you provide to us at the interview to decide whether to provide you with work finding services. If we decide to offer you work finding services, we will then take up references AND/OR carry out a criminal record AND/OR carry out any other check (where applicable) before confirming you have been accepted as a candidate for our work finding services.

## **Change of purpose**

We will only use your personal information for the purposes for which we collected it.

## **Data Sharing**

We may have to share your data with third parties, including (but not limited to) third-party service providers for the purpose of processing your application. We require third parties to respect the security of your data and to treat it in accordance with the law. We will share your personal information with third parties where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so. We only permit them to process your personal data for specified (recruitment) purposes and in accordance with our instructions.

## DATA SECURITY

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 limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

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

We will only retain your personal information for a period of 12 months after our most recent reciprocal communication with you regarding work finding services. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with our data retention policy.

We may retain safeguarding information indefinitely. We retain this information in order to ensure that we are aware of any substantiated safeguarding issues relating to you in the event of any future applications you may submit to us.

## Rights of Access, Correction, Erasure and Restriction

Your rights in connection with personal information.

Under certain circumstances, by law you have the right to:

- **Request access** (commonly known as a 'data subject access request') - this enables you to request to receive a copy of the personal information we hold about you
- **Request correction** - this enables you to request to have any incomplete or inaccurate information we hold about you corrected
- **Request erasure** - this enables you to request us to delete or remove personal information where there is no good reason for us continuing to process it; you also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing it
- **Object to processing** - where we are relying on a legitimate interest (or those of a third party) and there is something which makes you want to object to processing on this ground
- **Request the restriction of processing** - this allows you to request us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact our Data Protection Officer in writing.

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it