

Privacy Notice for Job Applicants

September 2026



Exceed Learning Partnership ("the Trust", "we", "us", "our") is committed to protecting the privacy and security of your personal information. This Candidate Privacy Notice explains how we collect, use, store and protect your personal information during our recruitment and selection processes in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and other applicable legislation.

1. Data Controller

Exceed Learning Partnership is the Data Controller for the personal information collected and processed during the recruitment process.

If you have any questions about this Privacy Notice or how your personal information is handled, please contact our Data Protection Officer (DPO):

Data Protection Officer

Email: dpo@elp.org.uk

Postal Address:

6-9 Railway Court, Ten Pound Walk, Doncaster, South Yorkshire, DN4 5FB

Telephone:

01709 805175

2. Our Data Protection Principles

We are committed to ensuring that your personal information is:

- processed lawfully, fairly and transparently;
- collected for specified, explicit and legitimate purposes;
- adequate, relevant and limited to what is necessary;
- accurate and, where necessary, kept up to date;
- retained only for as long as necessary;
- protected by appropriate technical and organisational security measures.

3. Information We Collect

During the recruitment process we may collect, store and use the following categories of personal information.

Personal Information

This may include:

- your name, title and contact details;
- home address;
- telephone number(s);
- personal email address;
- date of birth (where required);
- National Insurance number (where appropriate).

Recruitment Information

This includes information contained within:

- application forms;
- covering letters;
- employment history;
- qualifications and training;
- professional memberships;
- supporting statements;
- interview notes;
- presentation or assessment exercises;
- test results.

Identity and Eligibility Information

Where appropriate we may collect:

- proof of identity;
- proof of address;
- evidence of your right to work in the UK;
- copies of relevant qualifications;
- professional registration details.

References

We will normally seek professional references from previous employers or other referees nominated by you.

Online Searches

In accordance with the Department for Education's *Keeping Children Safe in Education* (KCSIE) guidance, we may carry out online searches on shortlisted candidates. These searches are undertaken to identify any publicly available information that may be relevant to assessing an applicant's suitability to work with children and help fulfil our safeguarding responsibilities.

Special Category and Criminal Offence Data

Where necessary, we may also process:

- information about your health or disability to enable reasonable adjustments during recruitment;
- equal opportunities information, including race or ethnicity, religion or belief, sex, sexual orientation and disability status, for monitoring purposes;
- criminal conviction or offence information, including self-declarations and Disclosure and Barring Service (DBS) checks where the role is eligible.

Equal opportunities information is used for monitoring purposes and, wherever possible, is not made available to those involved in recruitment decisions.



4. How We Collect Your Information

We collect personal information from a variety of sources, including:

- information you provide in application forms, CVs and correspondence;
- interviews, presentations and assessment activities;
- recruitment agencies (where applicable);
- referees and previous employers;
- publicly available online sources for shortlisted candidates;
- the Disclosure and Barring Service (DBS), where appropriate;
- government departments and regulatory bodies where legally required.

5. Why We Process Your Information

We will only process your personal information where the law permits us to do so.

Our lawful bases under Article 6 UK GDPR include:

Contract – Article 6(1)(b)

Processing is necessary to take steps at your request before entering into an employment contract, including assessing your suitability for employment.

Legal Obligation – Article 6(1)(c)

Processing is necessary to comply with legal obligations, including:

- verifying your identity;
- confirming your right to work in the UK;
- carrying out safer recruitment checks;
- complying with safeguarding legislation and statutory guidance.

Legitimate Interests – Article 6(1)(f)

Processing is necessary for our legitimate interests in:

- managing recruitment processes efficiently;
- selecting suitable candidates;
- maintaining recruitment records;
- responding to complaints or legal claims.

Special Category Data

Where we process special category personal data, we rely on one or more of the following conditions:

- Article 9(2)(b) UK GDPR – employment, social security and social protection law;
- Article 9(2)(g) UK GDPR together with Schedule 1 of the Data Protection Act 2018 – substantial public interest, including safeguarding and equality monitoring.

Criminal Offence Data

Where criminal conviction information is processed, this is carried out in accordance with Article 10 UK GDPR and Schedule 1 of the Data Protection Act 2018. Such processing is necessary to assess suitability for roles involving children and to meet our statutory safeguarding obligations.

6. Who We Share Your Information With

Access to your personal information is restricted to staff involved in the recruitment process who require it to perform their duties, including:

- Human Resources staff;
- recruiting managers;
- members of interview panels;
- senior leaders;
- governors or trustees where appropriate.

We may also share information with:

- referees;
- the Disclosure and Barring Service (DBS);
- recruitment agencies (where applicable);
- occupational health providers (where appropriate);
- HR software or applicant tracking system providers acting as our data processors;
- government departments, local authorities or regulators where required by law.
- Online video conferencing platforms (where interviews are conducted remotely) or Applicant Tracking Systems used to process applications such as SAM People.

All third-party processors are required to process personal information securely and only on our documented instructions.

7. International Transfers

We primarily store and process your information within the United Kingdom.

Where data is stored or processed outside the UK (for example, via cloud hosting providers), we ensure it is protected by UK Adequacy Regulations or standard contractual data protection clauses approved for use in the UK.

8. How Long We Keep Your Information

Unsuccessful Applicants

Recruitment records will normally be retained for **six months** after the recruitment campaign has concluded. This enables us to respond to recruitment enquiries, deal with complaints and defend potential legal claims.

With your consent, we may retain your application for up to **12 months** to contact you about suitable future vacancies.

Successful Applicants

If your application is successful, relevant recruitment information will become part of your personnel record and will be retained in accordance with the Trust's Staff Privacy Notice and Records Retention Schedule.



9. Automated Decision-Making

Recruitment decisions are not made solely by automated means.

You will not be subject to a decision based solely on automated processing or profiling that produces legal or similarly significant effects.

10. Your Rights

Under UK data protection law, you have the right to:

- request access to your personal information;
- request correction of inaccurate or incomplete information;
- request erasure of your information where applicable;
- request restriction of processing in certain circumstances;
- object to processing where we rely on legitimate interests;
- withdraw consent where processing is based on consent;
- request data portability where applicable.

Some of these rights are subject to legal exemptions and may not apply in every circumstance.

To exercise your rights, please contact:

Data Protection Officer

Email: dpo@elp.org.uk

11. What Happens If You Do Not Provide Information?

Some of the information requested during recruitment is required so that we can assess your application and comply with our legal obligations.

If you choose not to provide information that is necessary for recruitment or safer recruitment checks, we may be unable to progress your application or offer you employment.

12. Complaints

If you have any concerns about how we collect, use or protect your personal information, please contact our Data Protection Officer in the first instance.

You also have the right to make a complaint to the Information Commissioner's Office (ICO).

Website: <https://ico.org.uk/make-a-complaint/>

Telephone: 0303 123 1113