

## **THE CALDECOTT FOUNDATION**

### **PRIVACY NOTICE FOR RECRUITMENT AND PRE-APPOINTMENT**

At the Caldecott Foundation we place a high value on integrity and as such we want to be as transparent as possible with those applying for a job, work or a voluntary position. This privacy notice sets out to explain to those groups why we hold their personal data, what data we hold, how it is used and their rights.

#### **Why do we hold personal data about those applying for a job, work or a voluntary position?**

The main reasons we hold and process the personal data of staff, workers and volunteers are:

- To meet requirements placed on the organisation by laws, regulations and statutory bodies such as Ofsted, DfE and LADO.
- To enter into or comply with the requirements of a contract i.e. an employment contract.
- Where consent from an individual has been obtained
- In order to protect the vital interests of an individual or another living person
- In order to protect the legitimate interests of an individual (who is not necessarily the data subject) or the organisation. For example - Safeguarding our children and young people
- Where it is necessary to undertake a task which is in the public interest

#### **What personal data do we hold on those applying for a job, work or a voluntary position?**

When applying for a job, work or a voluntary position the organisation will hold and process the following personal information:

1. Initial Application. Information provided by you using our online portal or electronic application form and. This will include but is not limited to:
  - a. Full Name, date of birth and contact details including postal address, email address and phone numbers.
  - b. Sensitive information which will allow the organisation to monitor equal opportunities including age gender and ethnicity.
  - c. Information in regards to your right to live and work in the UK.
  - d. Information in regards to criminal offenses, disciplinarys, suspensions and medical conditions.
  - e. Details of educational qualifications and previous employment
  - f. Names and Contact details for Referees – It is your responsibility to ensure that you have the permission from the individuals to act as a referee and for you to share their personal information with The Caldecott Foundation.

You may also provide us with a copy of your CV, a covering letter and other documents that you have supplied to support your application.

2. Interview Process. If you are invited to interview there will be various documents generated including interview response forms, consent forms and agreements, practical assessment forms and so on.

3. Checks. If you are made a provisional offer of employment, work or voluntary work then we will undertake pre-appointment checks which will include:
- a. References
  - b. Copies of documentation for use in confirming your identity.
  - c. Copies of qualifications and training certificates
  - d. Copy of your Disclosures and Barring Service Certificate
  - e. Copy of your occupational health outcome letter
  - f. Other forms and correspondence relating to your pre-appointment checks

### **How do we use the personal data of those applying for a job, work or a voluntary position?**

The organisation will never sell, rent or trade the personal information those applying for a job, work or voluntary position. Your data will not be transferred internationally during the pre-appointment phase.

In order to process applications it will be necessary for the organisation to share your information internally within the HR team, with the recruiting manager and senior managers who authorise various parts of the process and members of the interview panel.

The organisation uses a cloud based HR information system called BambooHR to store and share information internally. We have undertaken checks to satisfy ourselves that this software complies with data protection regulation and GDPR.

During the process we also share information with the companies we have appointed to provide our Disclosures and Barring Service Checks and our Occupational Health provider.

We would also share information with statutory bodies such as Ofsted, DfE, HMRC, Police and so on if asked to. However this would be very rare during the pre-appointment process.

Where we share data with other professionals or service organisations we will:

- Limit what is shared to what is necessary to undertake the service
- Use a secure method to transfer the data
- Have a confidentiality agreement in place – this may take the form of a separate agreement or form part of a contract.

The organisation will not continue to hold or process personal data for longer than necessary in relation to the purposes for which it was collected.

If you do subsequently commence employment or work then all the information held will be transferred into your HR file at which point you will be issued with an updated privacy notice which will provide you with additional information.

If you don't commence employment or work then all of your information will be retained securely for up to 12 months at which point it will be destroyed.

## **What are your rights in regards to your personal data held by the organisation?**

In relation to your own personal data which is held and processed by the organisation, you have the right to:

- be informed of data processing - which is covered by this Privacy Notice
- access information - all requests must be made by completing a Subject Access Request form and submitting it to the organisation's Data Protection Officer (DPO)
- have inaccuracies corrected
- have information erased – where there is no overriding legal basis for the organisation to continue to hold the data.
- restrict processing - where there is no overriding legal basis for the organisation to continue to process the data.
- data portability
- intervention in respect of automated decision making (this is unlikely to be relevant)
- withdraw consent (see below)
- complain to the Information Commissioner's Office (see below)

To exercise any of these rights please contact the Data Protection Officer (DPO):

Name: Timothy Allison, Business Manager  
Email: [dpo@caldecottfoundation.co.uk](mailto:dpo@caldecottfoundation.co.uk)  
Phone: 01303 815 638

### **Withdrawal of consent**

Where the organisation processes personal data solely on the basis that you have consented to the processing, you will have the right to withdraw that consent at any time.

### **Complaints to ICO**

If you are unhappy with the way your request has been handled, you may wish to ask for a review of our decision by contacting the DPO.

If you are not content with the outcome of the internal review, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted our internal review procedure. The Information Commissioner can be contacted at:

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