

Red Balloon Educational Trust Recruitment Privacy Notice

Purpose of this document

Red Balloon Educational Trust is a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you. This privacy notice is designed to ensure you are aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for.

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.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

What information we hold about you

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 on our application form, including name, title, address, telephone number, personal email address, date of birth, gender, employment history, qualifications.
- Any information you provide to us during an interview or in any subsequent documents including CV.

We may also collect, store and use the following types of more sensitive personal information:

- Information about your health, including any medical conditions

How we collect your information

We collect personal information about candidates from the following sources:

- You, the candidate.
- Disclosure and Barring Service in respect of criminal convictions.
- Your named referees, whom we collect data about previous employment

How we use your information

We will use the personal information we collect about you to:

- Assess your skills, qualifications, and suitability for the role.
- Carry out background and reference checks, where applicable.
- Communicate with you about the recruitment process.
- 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 enter into a contract of employment with you.

Having received your application information we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to invite you for an interview. We will use the information you provide to us throughout the interview process to decide whether to offer you the role. If we decide to offer you the role, we will then take up references and carry out all relevant checks before confirming your appointment.

Failing to provide your information

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully. For example, where we require a DBS check for a role and you fail to provide us with relevant details, we will not be able to take your application further.

How we use sensitive information

We will use your particularly sensitive personal information in the following ways:

- We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during the interview.

Information relating to criminal convictions

We process criminal conviction data in line with our legal obligations and vital interests of data subjects, under the Data Protection Act 2018. Processing of criminal conviction data for Red Balloon Educational Trust is also necessary for the purposes of performing or exercising obligations or rights which are imposed or conferred by law on Red Balloon Educational Trust in connection with employment requirements under Schedule 1, Part 1 of the Data Protection Act 2018.

We will collect information about your criminal convictions history if we would like to offer you the position (conditional on checks and any other conditions, such as references, being satisfactory) you have applied for. We are required to carry out a criminal record check in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for the role. In particular:

- Any roles that involve working with children and vulnerable adults.
- Any role which requires a high degree of trust and integrity since it involves dealing with high value client money and Red Balloon Educational Trust money and finance in which we would like to ask you to seek a basic disclosure of your criminal records history

Automated decision making

As part our recruitment process, we do not carry out any automated decision-making.

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 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.

Retention of your information

We will retain your personal information for a period of six months after we have communicated to you our decision about whether to appoint you to the role. 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.

Your rights

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

- **Request access** to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask 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.
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask 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.

Withdrawal

You can withdraw your application at any time without detriment to you. Please bear in mind we may be required to retain your personal information in line with our data retention practices before your details are securely destroyed.

Complaints

If you have any complaints regarding this privacy notice or about our recruitment process, please contact us directly on the details below.

Red Balloon Educational Trust Human Resources Department: HR@rbet.ac

Red Balloon Educational Trust Data Protection Officer: dpo@rbet.ac

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