

# GDPR Privacy Notice for Job Applicants

## Introduction

This privacy notice applies to individuals applying for employment or engagement with Isle Education Trust (“IET”, “we”, “us”).

It explains how we collect, use, store and protect your personal data during the recruitment process, in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

## Data Controller

Isle Education Trust is the data controller. This means we determine the purposes and means of processing your personal data.

## Data Protection Officer (DPO)

The Data Protection Officer (DPO) for Isle Education Trust is the Chief Finance & Operating Officer.

Contact details:

Email: [GDPR@isleeducationtrust-iet.co.uk](mailto:GDPR@isleeducationtrust-iet.co.uk)

## Why we process applicant information

We process personal data relating to job applicants to manage recruitment, carry out safer recruitment checks, and decide whether to make an offer of employment.

Processing is carried out to comply with UK employment, education and safeguarding law, including:

- Academy Funding Agreement
- Safeguarding Vulnerable Groups Act 2006
- Childcare (Disqualification) Regulations 2009
- Keeping Children Safe in Education (latest version)
- Working Together to Safeguard Children

If you are successful, your data will be processed further as part of workforce administration and you will receive a separate Staff Privacy Notice.

## Lawful bases for processing (UK GDPR Article 6)

We process applicant data under the following lawful bases:

- 6(1)(c) – Legal obligation (e.g. safeguarding, right to work)
- 6(1)(b) – Contract (to take steps prior to entering into an employment contract)
- 6(1)(e) – Public task (education safeguarding functions)

We do not rely on consent as the primary lawful basis for recruitment processing.

Special category and criminal conviction data

We may process special category data where lawful and necessary, including:

- Health information (e.g. to assess fitness for work or reasonable adjustments)
- Equality monitoring data
- Criminal conviction data, including DBS checks

This processing is carried out under UK GDPR Article 9 and Schedule 1 of the Data Protection Act 2018.

## What data we collect

We may collect the following categories of data:

### **Identity and contact details**

- Name
- Address
- Telephone number
- Email address

### **Recruitment information**

- Employment history
- Qualifications and skills
- References (including regulated references where required)

### **Eligibility and safeguarding**

- Right to work documentation
- Nationality, visa status, NI number
- DBS and pre-employment checks

### **Equality monitoring**

- Ethnic group
- Disability information (optional)

Providing some information is mandatory to enable lawful recruitment. Failure to provide required information may prevent an application from proceeding.

## Data from third parties

We collect some information from third parties where required by law or good recruitment practice, including:

- References
- DBS checks
- Occupational health providers

Third-party data is obtained only where lawful and necessary.

## Sharing your data

Your data may be shared with relevant internal staff and external bodies where required by law, including:

- Department for Education (DfE)
- Local Authorities

- Safeguarding and regulatory bodies

We do not share applicant data for marketing purposes.

### Data retention

Applicant data is retained in line with the IET Data Retention Policy, which follows the Information and Records Management Society (IRMS) Toolkit (2023).

Unsuccessful applicant data is retained only for as long as necessary, after which it is securely destroyed.

### Your data protection rights

You have the right to:

- Be informed
- Access your personal data
- Request correction
- Request erasure (where applicable)
- Restrict processing
- Object to processing
- Data portability (limited circumstances)

We will respond to requests within one month.

Requests should be sent to [GDPR@isleeducationtrust-iet.co.uk](mailto:GDPR@isleeducationtrust-iet.co.uk)

You also have the right to complain to:

**Information Commissioner's Office (ICO)**

Wycliffe House, Water Lane  
Wilmslow, Cheshire, SK9 5AF  
[www.ico.org.uk](http://www.ico.org.uk)  
Telephone: 0303 123 1113

Privacy notices inform individuals about data use and must not require agreement or signature.

### Further information

If you require further information about how your data is processed, please visit our website or view our Data Protection and Retention Policies.