

Privacy Notice for Job Applicants

Education Partnership Trust is committed to protecting the privacy and security of your personal information. This privacy notice describes how we collect and use personal information about you during and after your application for employment with us, in accordance with data protection law.

What information do we collect?

We will collect, store, and use the following categories of personal information about you:

Application Information

- Personal details (name, current and former names, address, national insurance number)
- Contact details (telephone number, email address)
- Details of your present or last employment and reason for leaving
- Full employment history since leaving school, including education, employment and voluntary work, and reasons for any gaps in employment
- Qualifications, awarding bodies and dates of award
- Details of referees and references

Self-Declaration Information (for shortlisted candidates only)

- Criminal record information
- Information about whether you are on the children's barred list
- Information about prohibition from teaching or management of independent schools
- Information about any criminal offences committed in any country
- Information about whether you are known to police and children's social care
- Information about childcare disqualification
- Relevant overseas information

Pre-Employment Check Information

- Identity verification documents
- Right to work documentation
- DBS certificate information
- Prohibition from teaching check results
- Section 128 direction check results (where applicable)
- Overseas criminal records checks (where applicable)
- Professional registration checks (where applicable)
- Qualification verification

Interview and Selection Information

- Interview notes and assessment scores
- Information gathered during online searches (publicly available information only)

Why do we collect this information?

We collect and use this information to comply with data protection law, which requires us to process personal information fairly and lawfully and to keep the information we hold safe and secure. We need to process your personal information to:

1. **Assess your suitability for the role** - to evaluate your skills, experience and qualifications against the requirements of the position

2. **Comply with safer recruitment requirements** - as part of our whole school approach to safeguarding, we must adopt robust recruitment procedures that deter and prevent people who are unsuitable to work with children from applying for or securing employment.
3. **Carry out pre-employment checks** - to ensure you are suitable to work with children and meet all legal requirements for the role.
4. **Make informed recruitment decisions** - to fairly compare candidates and select the most suitable person for the position.
5. **Meet our legal obligations** - including compliance with:
 - The Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR)
 - Keeping Children Safe in Education statutory guidance
 - The Equality Act 2010
 - The Rehabilitation of Offenders Act 1974

How do we collect this information?

We collect personal information about you through:

- **Your application form** - we require applicants to complete an application form providing personal details, employment history, qualifications, and other relevant information including declarations of their criminal record or information that would make them unsuitable to work with children.
- **References** - we obtain references from your current employer and previous employers where you worked with children.
- **Interview process** - through your responses to interview questions and any tasks or assessments.
- **Pre-employment checks** - through DBS checks, prohibition checks, qualification verification and other relevant checks
- **Online searches** - as part of the shortlisting process we may carry out an online search as part of our due diligence on shortlisted candidates to identify any publicly available incidents or issues.

Who has access to your information?

Your information will be shared internally for the purposes of the recruitment process. This includes:

- Members of the shortlisting panel (at least two people)
- Members of the interview panel
- HR staff administering the recruitment process
- Staff conducting pre-employment checks
- The designated safeguarding lead (where relevant to safeguarding matters)

We will only share your information with third parties where necessary, including:

- The Disclosure and Barring Service (for DBS checks)
- The Teaching Regulation Agency (for prohibition checks)
- Referees (to verify information you have provided)
- Professional bodies (to verify qualifications and registration)
- Overseas authorities (where you have lived or worked outside the UK)

How long do we keep your information?

Successful Candidates

If your application is successful, the information collected during the recruitment process will become part of your personnel record and will be retained in accordance with our staff data retention policy.

Copies of documents used to verify your identity, right to work and required qualifications will be kept on your personnel file. Copies of DBS certificates should not be kept for longer than six months. When the information is destroyed we may keep a record of the fact that vetting was carried out, the result and the recruitment decision taken.

Unsuccessful Candidates

If your application is unsuccessful, we will retain your personal information for 12 months after the recruitment process has concluded. This allows us to:

- Respond to any queries about the recruitment process
- Defend any legal claims related to the recruitment process
- Consider you for other suitable vacancies during this period (with your consent)

After 12 months, your information will be securely destroyed.

EPT Talent Pool

EPT has developed a Talent Pool, which allows those who are interested in a career with us to register during the application process. Personal data in relation to the Talent Pool is processed under the lawful basis of consent and may be collected during recruitment campaigns or campaigns specifically related to the building of the Talent Pool.

Your rights

Under data protection law, you have the right to:

- **Access your information** - request a copy of the personal information we hold about you
- **Correct your information** - ask us to correct any inaccurate or incomplete information
- **Erase your information** - request deletion of your personal information in certain circumstances
- **Restrict processing** - ask us to restrict how we use your information in certain circumstances
- **Object to processing** - object to our processing of your personal information in certain circumstances
- **Data portability** - receive your personal information in a structured, commonly used format

To exercise any of these rights, please contact HR@ept-uk.com

Automated decision-making

We do not use automated decision-making or profiling in our recruitment process. All recruitment decisions are made by members of staff following a fair and transparent process.

Data security

We have appropriate security measures in place to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We limit access to your personal information to those who have a genuine business need to access it.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Contact information

If you have any questions about this privacy notice or how we handle your personal information, please contact:

Mr Lee Gardiner

Schools Data Protection Officer

Blackburn Town Hall, Blackburn, BB10 7DY or

Schools.IG@blackburn.gov.uk

Complaints

If you are not satisfied with how we have handled your personal information, you have the right to lodge a complaint with the Information Commissioner's Office (ICO):

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone: 0303 123 1113

Website: www.ico.org.uk

Changes to this privacy notice

We may update this privacy notice from time to time. We will notify applicants of any significant changes, and the current version will always be available on our website or on request.

Last updated: November 2025