

Privacy Notice

(How we use applicant information)

Activate Learning is committed to protecting your privacy. This privacy notice explains how we collect, use and share your personal information, and your rights in relation to the personal information we hold.

This privacy notice concerns **people who apply to work** for Activate Learning (applicants).

Activate Learning Further Education Corporation is the controller of personal information, and is subject to the Data Protection Bill 2018 and the General Data Protection Regulation (GDPR).

We may collect, use, and share your personal information in order to meet Activate Learning's obligations as an employer.

What information we hold

The categories of personal information that we collect, hold and share include:

- Personal information (such as name, date of birth, address, telephone number, national insurance number, contact details your nationality and your country of birth)
- Characteristics (such as whether you have a disability, your gender, your race or ethnicity, your religion or belief, your sexual orientation, the languages you speak);
- Skills and experience information (such as details you provided as part of your application to join us, your CV, details of your employment history, references provided by previous employers, results of selection tests and notes made at the selection activities you took part in);
- Records of safeguarding checks which we have undertaken including the number of the Disclosure and Barring Service Certificate we received, a record that we confirmed your identity and your right to work in the UK including any visa which you may hold.

Why we hold your information

We use applicant information to:

- Process your application to work at Activate Learning;
- Enable assessment and improvement of the workforce;
- Inform the development of employment policy and strategy;
- Comply with the law regarding data sharing;
- Comply with our contractual obligations.

The lawful basis for using this information

Under GDPR, we are able to process information on certain legal grounds (bases). In the case of staff information, we collect and use information under the following bases:

- The fulfilment of contract (which includes actions to move towards a contract);
- The legitimate activities of a charity or not-for-profit body.

Collecting staff information

The majority of the information you provide to us is necessary for us to process your application and meet our obligations as an employer, and failure to supply such information may mean that we are unable to process your application.

On the other hand, some staff information is provided to us on a voluntary basis, for example information concerning your personal characteristics. We will inform you whether you are required to provide certain information to us or if you have a choice in this.

Under some circumstances, we may obtain information from third parties, such as your previous employer. We will normally seek your consent before obtaining such information.

Storing staff information

We store staff information securely and in line with our Data Protection Policy and associated procedures. A copy of our Information and Data Protection Policy and associated procedures can be obtained from the Data Protection Officer, by emailing dpo@activatelearning.ac.uk.

Successful applicants

If your application is successful, we will hold your information in line with our staff privacy policy, which will be supplied to you upon appointment.

Unsuccessful applicants

If you are unsuccessful in your application to work for Activate Learning we will hold your data for a period on one year from the decision not to appoint you.

Who we share staff information with

During the recruitment and onboarding process we may be required to share your information with recruitment agencies and our external contracted HR systems provider.

We do not share information about our staff with anyone unless it is necessary and in line with the lawful basis for processing listed above, or with the consent of the staff member concerned. Where data is routinely shared, a data processing agreement will be established to ensure the protection of staff information.

Requesting access to your personal data

Under data protection legislation, staff members have the right to:

- Request access to the information we hold about them (Subject Access Request);
- Be informed of the identity of the controller, the reasons for processing their personal data and other relevant information necessary to ensure the fair and transparent processing of personal data;
- Object to processing of personal data that is likely to cause, or is causing, damage or distress;
- Prevent processing for the purpose of direct marketing;
- Object to decisions being taken by automated means;
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and/or
- Claim compensation for damage caused by a breach of the data protection regulations.

Contact

In order to make a Subject Access Request or to discuss anything in this privacy notice, please contact our Data Protection Officer:

Email: dpo@activatelearning.ac.uk

Phone: 01865 551228

Address:
Activate Learning
City of Oxford College
Oxpens Road
Oxford
OX1 1SA

Concerns

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>