



Privacy Notice for Applicants

Under data protection law, individuals have a right to be informed about how Endeavour MAT uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

As part of our recruitment process, we collect and process personal data relating to all job applicants. This privacy notice explains how we collect, store and use personal data about individuals who make an application to work for our Trust. We are committed to being transparent about how we collect and use this data and to meeting our data protection obligations.

We, Endeavour MAT, are the 'data controller' for the purposes of data protection law.

If you have any questions about this Data Privacy Notice please direct them to our Data Protection Officer (see 'Contact Us' at the end of this Privacy Notice).

Data Protection Principles

Endeavour MAT complies with data protection law and principles, which means that your personal 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

The Personal Data we collect

We will collect a range of information about you. This may include:

- Your name, address and contact details, including email address and telephone number
- Details of your qualifications, skills, experience and employment history
- Information about your current level of remuneration, including benefit entitlements
- Employment references, where permission is given for us to contact your referees prior to interview
- Information about your entitlement to work in the UK
- Any information that you provide us during interview, including interview notes

- Information providing you with the outcome of an interview selection process, including correspondence and any feedback given

The Trust may also collect, store and use the following 'special categories' of more sensitive personal information:

- Equal opportunities monitoring information about your ethnic origin, sexual orientation, health, religion or belief, marital status, gender reassignment and age.
- Information about your health, including any medical condition, health and sickness records.
- Whether or not you have a disability for which the Trust needs to make reasonable adjustments during the recruitment process
- Information about criminal convictions and offences

The Trust gathers this information from a variety of sources. For example, data might be contained in application forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

At different stages of the recruitment process, we will also collect personal data about you from third parties, such as recruitment agencies, references supplied by former employers, information from employment background check providers and information from criminal records checks.

Data will be stored securely in a range of different places, including on your application record, in HR management systems and on our IT systems (e.g. emails).

Why we use this data

We need to process data, at your request, to enable decisions to be made about the possibility of entering into an employment contract with you, as well as for the purposes of entering into that contract, should you be appointed.

We have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Trust to manage the selection process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Trust may also need to process data from job applicants to respond to and defend against legal claims.

The Trust processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its legal obligations and exercise specific rights in relation to employment.

Where we process other special categories of data, such as information about ethnic origin, sexual orientation, religion or belief, gender re-assignment and age status this is to fulfil our legal obligations to carry out equal opportunities monitoring as permitted by the Data Protection Act 2018.

Data that is used for equality purposes is anonymised for any publication purposes and is collected with the express consent of candidates, which can be withdrawn at any time. Applicants are entirely free to decide whether or not to provide such data and there are no consequences of failing to do so. This data is kept secure with limited access only by specific HR individuals. Equality data is not shared with line management or other employees.

For some roles, the Trust is obliged to seek information about criminal convictions and offences. Where the Trust seeks this information, it does so because it is necessary for it to carry out its legal obligations and exercise specific rights in relation to employment/comply with a regulatory requirement to establish whether or not an individual has committed an unlawful act or been involved in dishonesty or other improper conduct.

If your application is unsuccessful, the Trust may request to keep your personal data on file in case there are future employment opportunities for which you may be suited. The Trust will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time by contacting us on recruitment@endeavour-mat.co.uk

Who has access to data?

With the exception of the equality information, your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the faculty area with a vacancy, and IT staff if access to the data is necessary for the performance of their roles.

The Trust will not share your data with third parties (unless where recruitment agencies have been used), unless your application for employment is successful and it makes you an offer of employment. The Trust will then share your data with former employers to obtain references for you (unless already carried out pre-interview with your consent), employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

The Trust does not under normal circumstances transfer your data outside the European Economic Area.

If you are making your application from outside the EEA it may be necessary as part of the recruitment process for us to request information from recruitment agencies/referees/employment eligibility agencies who are outside the EEA. As with all data sharing arrangements efforts to maintain security of your personal data will be paramount. Your consent will be sought for data sharing prior to it taking place outside the EEA. You are able to refuse/withdraw consent at any time. If you chose to refuse/withdraw consent we will not be able to proceed with your application if we are prevented from taking up references or confirming your suitability for the post.

How does the Trust protect data?

The Trust takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the legitimate performance of their duties.

For how long does the Trust keep data?

If your application for employment is unsuccessful, the Trust will hold your data on file for six months after the end of the relevant recruitment process. If you agree to allow the Trust to keep your personal data on file, the Trust will hold your data on file for consideration for future employment opportunities.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.

Your Rights

How to access personal information we hold about you

Individuals have a right to make a **'subject access request'** to gain access to personal information that the Trust holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our Data Protection Officer.

Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Require the Trust to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing
- Require the Trust to correct inaccurate or incomplete personal data

- Object to the processing of your data where the Trust is relying on its legitimate interests as the legal grounds for processing; and
- Ask the Trust to restrict processing for a period if data is inaccurate or there is a dispute about whether or not your interests override the Trust's legitimate grounds for processing data
- Prevent your data being used to send direct marketing
- Be notified of a data security breach concerning your personal data where it is likely to result in high risk to your rights and freedoms or cause undue distress

To exercise any of these rights, please contact our Data Protection Officer.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the Trust during the recruitment process. However, if you do not provide the information, the Trust may not be able to process your application properly or at all, or provide any reasonable adjustments to the application process. If your application is successful, it will be a condition of any job offer that you provide evidence of your right to work in the UK and satisfactory references.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

When you applied for this role you provided consent to us processing your personal information for the purposes of the recruitment process. You have the right to withdraw your consent for processing for that purpose at any time. To withdraw consent please contact by email to recruitment@endeavour-mat.co.uk

Once we have received notification that you have withdrawn your consent we will no longer process your application and, subject to our records retention policy we will dispose of your personal data securely.

Automated decision-making

Recruitment processes are not based solely on automated decision-making.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer.

Alternatively, in the unlikely event that we are unable to resolve any concern, you may contact the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **Data Protection Officer**:

Data Protection Officer
Endeavour MAT
Wilmington Grange
Parsons Lane
Wilmington
Kent
DA2 7BB
dpo@endeavour-mat.co.uk

ICO Registration Number: ZA261355

We reserve the right to update this privacy notice at any time, and we will ensure our most recent privacy notice is available on all the Trust websites. We may also notify you in other ways if changes are made to the processing of your personal information.