

## Privacy Notice – How we use job applicants’ information

### Who is collecting and using your personal data?

Ted Wragg Trust (“the Trust”) will act as a “data controller” for any personal data that you provide to us. As such, we will ensure that the data given to us is processed in line with our organisation’s Data Protection Policies and in line with your rights under the EU General Data Protection Regulations.

This notice applies to job applicants for posts advertised by the Trust.

This notice does not form part of any employment contract or contract to provide services and may be updated from time to time. It is important that you read and retain this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information and what your rights are under the data protection legislation.

Should you wish to find out more about the Trust’s Data Protection Policies please view our policies page on the website: <https://www.tedwraggtrust.co.uk/governance/information-governance/>

Please note your personal data is required to allow the continuation of any application for a job that you make with the Trust.

If you are successful in securing a conditional offer of employment with the Trust certain information, such as contact details, your right to work in the UK and payment details have to be provided to enable the Trust to enter into a contract of employment with you. If you do not provide this, the Trust may not be able to continue with any offer of employment.

### What Information does the Trust collect?

We will ask you for your personal details including your name and contact details.

To complete the application form(s) to apply for jobs with the Trust we will also ask you for:

- Your previous experience
- Your education
- Details of referees
- Answers to questions relevant to the role you are applying for.
- Whether you have a disability so that reasonable adjustments can be considered for the selection process, should you be shortlisted.

You will also be asked to provide equal opportunities monitoring information. This is not mandatory information so if you don’t provide it, it will not affect your application. This information will not be made available to the selection panel, in a way which can identify you. Any information you do provide will be used only to produce and monitor diversity statistics.

We might ask you to participate in assessment days, complete tests and/or to attend an interview or a combination of these. Information will be generated by you and by us. For example, you might complete a written test or we might take interview notes.

You will be asked to prove your identity and eligibility to work in the UK. You will also be asked to provide a criminal records declaration of unspent convictions.

If a conditional offer of employment is made you will be asked for information so that pre-employment checks can be carried out. You must successfully complete pre-employment checks to progress to a final offer and start employment with the Trust. We are required to confirm the identity of our staff, their right to work in the UK and their suitability for the post they have been offered. As the role involves working in an environment with substantial access to children we will also need to comply with safeguarding regulations.

You will therefore be required to provide:

- Proof of your Eligibility to Work in the UK. You will be asked to provide the original document(s) so that it can be verified and copied to place on your personnel file.
- Proof of your qualifications and professional registrations (where applicable to the role). You will be asked to provide the original document(s) so that it can be verified and copied to place on your personnel file.
- Where the role involves dealing with children or vulnerable adults we will contact you to complete an application for an Enhanced Criminal Record check via the Disclosure and Barring Service. You will be asked to provide appropriate original ID to confirm your identity.
- If you are required to use your car for business purposes, you will be asked to provide your driving licence so it can be verified, copied and placed on your personnel file. You will also be asked for your vehicle details for any mileage claims.
- We will contact your referees, using the details you provide in your application, directly to obtain references. We may request details of additional referees should those provided not cover the last five years, generate a minimum of two references or cover your employment history.
- If your current employer is an organisation covered by the Redundancy Payments (Continuity of Employment in Local Government, etc.) (Modification) Order 1999 we will ask for details of your continuous local government service from your previous employer.
- We will ask you to complete a questionnaire about your health. This is to establish your fitness to work and provide us with advice on arranging reasonable adjustments if applicable. This is done through a third party data processor.
- Bank details – to process salary payments.
- Your P45 or P46 details – to ensure your tax code is correct. Student Loan information (where applicable) – to ensure this is processed correctly.
- Emergency contact details – so we know who to contact in case you have an emergency at work.
- Your email address to provide you with access to your online payslips.

## Why does the Trust process personal data?

The Trust needs to process data when you apply for jobs with us for the purpose of progressing your application effectively to fill job vacancies, to undertake pre-employment checks, to enter into an employment contract with you and to meet our obligations under that contract of employment and to fulfil its legal and regulatory obligations. The Trust also has a legitimate interest in processing personal data before, during and after the end of any employment relationship.

## Who we will share your personal data with?

It may be necessary for us to share your personal data with other organisations / partners. The Trust may share your data with third parties in order to:

- obtain pre-employment references from other employers, verify continuity of local government service, obtain employment background checks from third party providers and obtain necessary criminal records checks from the Disclosure and Barring Service
- process data on its behalf in connection with the provision of occupational health services and employee benefits
- process payments for payroll
- comply with its legal obligations (such as HMRC)
- enable us to work with organisations with regard to apprenticeship arrangements;
- demonstrate to partnership organisations that our employees have obtained appropriate pre-employment checks

All our third-party service providers and other partners are required to take appropriate security measures to protect your personal information in line with our policies and only for the purposes agreed with them.

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, agents, contractors and other third parties 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.

The Trust will not transfer your data outside of the European Union (EU) without appropriate organisational and technical security measures.

## How long will we hold your personal data?

The Trust will retain your personal data for only as long as is necessary, and in line with our record retention arrangements which is available on request.

## Automated decisions

No automated decisions are made using the personal data you provide under the matters covered by this privacy notice.

## Exercising your rights

Under the Data Protection Regulations you have the following rights;

- The right of access to your own personal data
- The right to request rectification or deletion of your personal data
- The right to object to the processing of your personal data
- The right to request a copy of the information you provide us in machine readable format
- The right to withdraw your consent to any processing that is solely reliant upon your consent

Should you wish to exercise any of your rights, you should contact the Trust's Data Protection Officer.

## Your right to complain

If you wish to complain about the way that your personal data has been handled by the Trust you should write to the Data Protection Officer at the Trust and clearly outline your case. Your complaint will then be investigated in accordance with the Trust's complaints procedure. If you remain dissatisfied with the way your personal data has been handled, you may refer the matter to the Information Commissioner's Office whose contact details are below.

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

## Further information

If you would like to discuss anything in this privacy notice, please contact:  
Data Protection Officer – [dataprotectionofficer@tedwraggtrust.co.uk](mailto:dataprotectionofficer@tedwraggtrust.co.uk)