



# **Privacy Notice**

(How we use applicant



## **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 Data Protection Policy and associated procedures can be obtained from the Data Protection Officer, by emailing [dpo@activatelearning.ac.uk](mailto: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 of one year from the decision not to appoint you.



## 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