

## Recruitment Privacy Notice

As part of your application to join us, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their “personal data”. This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold an individual’s personal data for a period of time after the recruitment process, even if you are unsuccessful. Anything that we do with an individual’s personal data is known as “processing”.

This document sets out what personal data we will gather and hold about individuals who apply for a position with us, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

Please also view our general Privacy Notice for additional information on how we collect data outside of the recruitment process.

### What information do we process during your application process?

We may collect, hold, share and otherwise use the following information about you during your application process. Up to and including shortlisting stage:

- your name and contact details (i.e. address, home and mobile phone numbers, email address);
- details of your qualifications, training, experience, duties, employment history (including job titles, salary, relevant dates and working hours), details of driving licence (if relevant for role), membership of professional bodies and interests;
- your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs;
- details of your referees;
- whether you are related to any member of our workforce; and
- details of any support or assistance you may need to assist you at the interview because of a disability.

### Following shortlisting stage, and prior to making a final decision

- information about your previous academic and/or employment history, from references obtained about you from previous employers and/or education providers;
- confirmation of your academic and professional qualifications (including seeing a copy of certificates);
- information via the DBS process, regarding your criminal record, in criminal records (where required)
- your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;\*
- equal opportunities’ monitoring data.

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked (\*) above to us to enable us to verify your right to work and suitability for the position. Without providing us with this information, or if the information is not satisfactory, then we will not be able to proceed with any offer of employment.

## Where do we get information about you during your application process?

Depending on the position that you have applied for, we may collect this information from you, your referees (details of whom you will have provided), your education provider, any relevant professional body, the Disclosure and Barring Service (DBS), and the Home Office, during the recruitment process.

## Why do we use this information?

We will process your personal data during your application process for the purpose of complying with legal obligations, carrying out tasks which are in the public interest, and taking steps with a view to entering into an employment contract with you. This includes:

- to assess your suitability for the role you are applying for;
- to take steps to enter into a contract with you;
- to check that you are eligible to work in the United Kingdom and

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

We may process health information if we need to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out our obligations and exercise specific rights in relation to employment.

We will not use your data for any purpose other than the recruitment exercise for which you have applied.

## How long will we hold information in relation to your application?

If your application for employment is unsuccessful, we will hold your data on file up to six months after the end of the relevant recruitment process. At the end of that period or once you withdraw your consent, whichever is earlier, your data is deleted or destroyed.

If you request to join your Talent Community, we will hold your data on file for up to one year after receipt of your application. At the end of that period or once you withdraw your consent, whichever is earlier, your data is deleted or destroyed.

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. The periods for which your data will be held in accordance with our Records Retention Schedule.

## Who will we share information with about your application?

Your information will be shared internally solely for the purposes of the recruitment exercise. This includes members of the HR team and interviewers involved in the recruitment process.

We will not share your data with third parties unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you, and employment background checks providers to obtain necessary background checks.

## Rights in relation to your personal data

All individuals have the right to request access to personal data that we hold about them. To make a request for access to their personal data, individuals should contact the Data Protection Officer; Lorraine Wreford (details at the foot of this notice)

Please also refer to our General Privacy Notice for further details on making requests for access to personal data.

Individuals also have the right, in certain circumstances, to:

- Object to the processing of their personal data
- Have inaccurate or incomplete personal data about them rectified
- Restrict processing of their personal data
- Object to the making of decisions about them taken by automated means
- Have your data transferred to another organisation
- Claim compensation for damage caused by a breach of their data protection Rights

The law does not oblige the organisation to comply with all requests. If the organisation does not intend to comply with the request then the individual will be notified of the reasons why in writing.

## Concerns

If an individual has any concerns about how we are using their personal data then we ask that they contact our Data Protection representative in the first instance; Lorraine Wreford.

However, an individual can contact the Information Commissioner's Office should they consider this to be necessary, at <https://ico.org.uk/concerns/>.

The details for each of these are:

**Gateway Qualifications**

Lorraine Wreford,  
Director of Finance,  
Gateway Qualifications,  
Gateway House,  
6 Tollgate Business Park,  
Colchester,  
CO3 8AB  
[enquiries@gatewayqualifications.org.uk](mailto:enquiries@gatewayqualifications.org.uk)  
01206 911 205

The supervisory authority in the UK is the Information Commissioner's Office (ICO) and guidance on how to contact them is available online at <https://ico.org.uk/concerns/>.

Alternatively, they can be contacted as follows:

**Information Commissioner's Office**

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number  
Fax: 01625 524 510