

**Data Controller & Protection Officer: Abigail Irozuru, Manchester Tutors, Registered Office: 18 Burrswood Avenue, BL9 5HW. Email: [info@manchester-tutors.co.uk](mailto:info@manchester-tutors.co.uk)**

## **Job Application Privacy Notice**

As part of any recruitment process, Manchester Tutors collects and processes personal data relating to job applicants. Manchester Tutors is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

### **What information does Manchester Tutors collect?**

Manchester Tutors collects a range of information about you. This includes:

- [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;
- whether or not you have a disability for which Manchester Tutors needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.]

Manchester Tutors may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment [including online tests].

[Manchester Tutors may also collect personal data about you from third parties, such as references supplied by former employers [, information from employment background check providers and information from criminal records checks]. [Manchester Tutors will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.] ]

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

### **Why does Manchester Tutors process personal data?**

Manchester Tutors needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you.

In some cases, Manchester Tutors needs to process data to ensure that it is complying with its legal obligations. For example, if it is required to check a successful applicant's eligibility to work in the UK before work starts.

Manchester Tutors 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 Manchester Tutors to manage the recruitment process, assess and confirm a candidate's suitability for work and decide to whom to offer a job. Manchester Tutors may also need to process data from job applicants to respond to and defend against legal claims.

Manchester Tutors may process information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to work.

[Where Manchester Tutors processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.]

[For some roles, Manchester Tutors is obliged to seek information about criminal convictions and offences. Where Manchester Tutors seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to work.]

If your application is unsuccessful, Manchester Tutors may keep your personal data on file in case there are future work opportunities for which you may be suited. Manchester Tutors will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

### **Who has access to data?**

Your information may 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 business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles].

Manchester Tutors will not share your data with third parties, unless your application is successful and it makes you an offer to contract. Manchester Tutors will then share your data with [former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks].

Manchester Tutors will not transfer your data outside the European Economic Area.

### **How does Manchester Tutors protect data?**

Manchester Tutors 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 team in the proper performance of their duties. Only administrators with specific permissions are able to access your data.

### **For how long does Manchester Tutors keep data?**

If your application for work is unsuccessful, Manchester Tutors will hold your data on file for 12 months after the end of the relevant recruitment process. At the end of that period [or once you withdraw your consent], your data is deleted or destroyed.

If your application is successful, personal data gathered during the recruitment process will be transferred to your personnel file [and retained during your contract]. Your data will be held for the duration of your contracted period. Manchester Tutors will hold your data on file for 12 months after the end of the contract period. At the end of that period [or once you withdraw your consent], your data is deleted or destroyed.

### **Your rights**

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- review, update and manage your personal data on Tutor Cruncher;
- require Manchester Tutors to change incorrect or incomplete data;
- require Manchester Tutors to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where Manchester Tutors is relying on its legitimate interests as the legal ground for processing.

[If you would like to exercise any of these rights, please contact a member of the team at [info@manchester-tutors.co.uk](mailto:info@manchester-tutors.co.uk) ]

If you believe that Manchester Tutors has not complied with your data protection rights, you can complain to the Information Commissioner.

### **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to Manchester Tutors during the recruitment process. However, if you do not provide the information, Manchester Tutors may not be able to process your application properly or at all.

### **Automated decision-making**

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