

# Privacy Statement - Recruitment



## The type of personal information we collect.

We currently collect and process the following information:

- Personal identifiers, contacts, and characteristics (for example, name and contact details)
- Identity documents.
- Information about your employment history and qualifications.
- Information about any criminal convictions you have.

## How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- For the purposes of safeguarding the wellbeing of our students.
- To inform our decision about whether to offer you employment with Wider Ambition.
- For the purpose of meeting legal obligations or the requirements of Ofsted or any similar regulatory authority.
- For statistical and review purposes, including to ensure accountability and compliance with our policies, in the legitimate interest of Lokrum Fields.

We also receive personal information indirectly, from the following sources in the following scenarios:

- From your previous employer, for the purposes of safeguarding the wellbeing of our students and meeting legal obligations or the requirements of Ofsted or any similar regulatory authority.
- From the Disclosure and Barring service, the Teaching Regulation Agency, your referees and your previous employers, for the purpose of safeguarding the wellbeing of our students.

We may share this information with members of the Lokrum Fields Governing Body, DBS certificate authorities, referees, the Teaching Regulation Agency, and anyone with whom you give us consent to share your data.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- Your consent. You are able to remove your consent at any time. You can do this by contacting [info@widerambition.org](mailto:info@widerambition.org)
- We have a legitimate interest.

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## How we store your personal information

Your information is securely stored in line with our data protection policy.

All information gathered during the recruitment process which is related to unsuccessful candidates is retained for 6 months from the date of application before it is deleted or securely disposed of.

All information gathered during the recruitment process which is related to successful candidates is transferred into their personnel file and stored in line with the Data Protection Policy and Staff Privacy Statement upon commencement of employment.

## Your data protection rights

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. Where a request is manifestly unfounded, excessive or repetitive, a reasonable fee, based on the administrative cost of providing the information, will be charged. If you make a request, we have one month to respond to you.

Please contact us at [info@widerambition.org](mailto:info@widerambition.org) if you wish to make a request.

## How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at [info@widerambition.org](mailto:info@widerambition.org).

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You can also complain to the ICO if you are unhappy with how we have used your data. Their contact details are as follows:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

0303 123 1113

<https://www.ico.org.uk>