

# Privacy Notice: Prospective Employee Recruitment Data

Version Number	Date of Issue	Date of Review	Date of Next Review
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## 1. Policy

The WEA Data Protection Policy states:

In order to be fair and transparent about our processing activities, the WEA provides individuals with clear information about how we process their personal data. This information is referred to as a privacy notice.

Privacy notices are made available to data subjects at the point of data collection, whether this is via a website, a paper form or over the telephone. The WEA will take steps to ensure this information is concise, transparent, intelligible and easily accessible form, using clear and plain language.

All WEA Privacy Notices include:

- x 7KH FRQWUROOHU¶V LGHQWLW\ DQG FRQWDFW GHWDLOV
- x 7KH 'DWD 3URWHFWLRQ 2IILFHU¶V FRQWDFW GHWDLOV
- x What personal data is processed;
- x The purposes of the processing;
- x The lawful basis for the processing;
- x Who the personal data will be shared with;
- x Details of any international transfers of personal data;
- x The period for which personal data will be stored;
- x Details of any automated decision-making using the personal data;
- x 'HWDLOV RI WKH GDWD VXEMHFW¶V ULJKWV DQG KRZ WKH\
- x Details of how to complain to the Information Commissioners Office if unsatisfied.

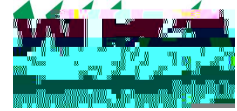
## 2. Purpose

This privacy notice is intended to describe how the WEA collects, uses, shares and retains your personal information and informs you about your choices regarding use, access and correction of your personal information. The WEA is committed to ensuring that any personal information it receives is secured and handled in accordance with the General Data Protection Regulation and the Data Protection Act 2018.

## 3. Who collects my personal data?

<RXU SHUVRQDO GDWD LV FROOHFWHG LQ FROODASDQ (Workers' Educational Association) (WEA), a charity registered in England and Wales (no. 112775) and in Scotland (no. SC039239).

Address: 4 Luke Street, London, EC2A 4XW  
 Tel: 0300 303 3464  
 Email: [supportservices@wea.org.uk](mailto:supportservices@wea.org.uk)  
 Website: [wea.org.uk](http://wea.org.uk)



## 4. Contact details for the WEA Data Protection Officer

Tel: 0300 303 3464  
Email: [dataprotection@wea.org.uk](mailto:dataprotection@wea.org.uk)  
Address: 10B, Josephs Well, Hanover Walk, Leeds, LS3 1AB

## 5. What personal data does the WEA process?

**We may collect the following information up to and including the shortlisting stage of the recruitment process:**

- x Your name and contact details (title, first name, middle name, surname, address, telephone number, mobile number, email address);
- x Details of your qualifications, experience, employment history (including job titles, salary and working hours) and interests;
- x Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs;
- x Your gender;
- x Your date of birth;
- x Information regarding your criminal record;
- x Details of your referees.

**We may collect the following information after the shortlisting stage, and before making a final decision to recruit:**

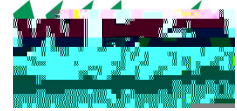
- x Information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers;
- x Information regarding your academic and professional qualifications;
- x The results of assessments and tests undertaken to support the interview process;
- x Information regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs);
- x Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information
- x A copy of your driving licence
- x Your National Insurance Number

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked in *italic* above to us to enable us to verify your right to work and suitability for the position.

## 6. What does the WEA use my personal data for?

The WEA collects and processes your personal data for the following purposes:

**Processing your job application** - we will use your personal information to check your details are accurate, check you are suitably qualified and eligible to work in the UK, schedule (and manage) interviews, keep you informed about the status of your application, notify you of the outcome of an interview, follow up on your references, undertake a Disclosure and Barring



Service (DBS) check if required, share our policies and privacy information and negotiate a suitable start date if you are successful. This whole process is managed electronically through our online recruitment platform Amris.

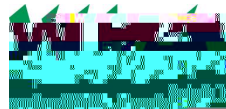
**Making an informed decision to shortlist, interview and recruit** ±The WEA will use your personal information to



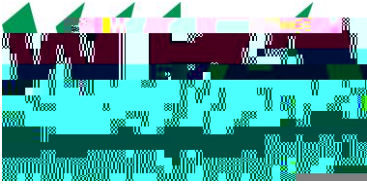


The WEA is a charity registered in England and Wales (no. 1112775) and in Scotland (no. SC039239). The Workers' Educational Association is a company limited by guarantee registered in England and Wales (Company Number 2806910). Registered Office address is 4 Luke Street, London, EC2A 4XW.





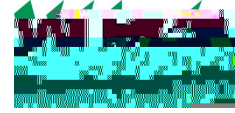
because they have asked you to take specific steps before entering into a contract.



## 8. Who does the WEA share my personal data with?

The WEA HR Department may share some or all of your personal data with:

- x WEA stakeholders involved with the recruitment process
- x Data processing organisations under contract with the WEA
- x Recruitment agencies under contract with the WEA
- x Statutory bodies (e.g. Safeguarding Authority, Health & Safety Executive, Information Commissioners Office, HMRC, The Home Office, Department for Work and Pensions)
- x Our insurance company (Hiscox)
- x The Disclosure and Barring Service (DBS)
- x Solicitors (Taylor Vinters)
- x Your referee (based on contact details provided by you)



**The right to rectification** - at any time, you have the right to ask for incorrect, inaccurate or incomplete personal data to be corrected.

**The right to erasure** - at any time, you have the right to ask for any personal data the WEA holds on you  
WR EH HUDVHG ZKHQ LW ¶V QR ORQJHU QHHGHG RU LI KROGLQJ LW

**The right to object** - at any time you have the right to object to the processing of your personal data for marketing or research purposes.

**The right to data portability** - at any time you have the right to request that the WEA provides your personal data in a machine-readable format so that you can send it to another organisation or individual.

### **Rights in relation to automated decision making and profiling**

**The right to restrict processing** - at any time you have the right to request that the WEA restricts the processing of your personal data. This is not an absolute right and only applies in certain circumstances. It means that the WEA can store your personal data but must not do anything with it until the restriction is lifted.

**12.**