

As part of any recruitment and selection process, Tees Valley Collaborative Trust collects and processes data relating to job applicants. The Trust is committed to being transparent about how it collects, uses, stores and deletes that data and to meeting its data protection obligations.

If you have any queries about the process or how we handle our information, please contact us at s.langstaff@tvc.ac.uk

1) What will we do with the information you provide to us?

All of the information you provide during the process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements if necessary.

We will not share any of the information you provide during the recruitment process with any third parties and the information you provide will be held securely by us whether the information is in electronic or physical format.

We will use the contact details you provide to us to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for.

2) What information does the Trust collect during the application and interview process?

We do not collect more information that we need to fulfil our stated purposes and will not retain it for longer than is necessary.

The information we ask for is used to assess your suitability for employment. You do not have to provide what we ask for but it might affect your application if you don't.

The Trust collects a range of information about you. This includes:

- Your name, address and contact details, including email address and telephone number(s);
- Details of your qualifications, skills, experience and employment history;
- Information about your current level of remuneration;
- Information about your entitlement to work in the UK; and,
- Information about criminal records, in accordance with the Rehabilitation of Offenders Act 1974.

We will also ask you to provide equal opportunities information, such as; age, whether or not you have a disability for which the College needs to make reasonable adjustments during the recruitment and selection process; gender identity (gender reassignment); race/ethnicity; religion/belief; sex, and sexual orientation. This is not mandatory information – if you do not provide it, it will not affect your application.

The Trust may collect this information in a variety of ways. For example, data might be entered into the Trust's online recruitment portal or contained in application forms, CVs, obtained from your passport or other identity documents, or collected through our selection processes.

Shortlisting - Our shortlisting panel review applications for interview. They will not be provided with your equal opportunities information if you have provided it.

Interview Process – We might ask you to complete assessments or perform a micro teach (for teaching staff) as well as attending an interview. Information will be generated by you and by us. For example, you might complete a written test or we might take interview notes.

The Trust may also collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks. The College usually applies for references for all candidates invited to attend a selection process; however, we will only approach those individuals in accordance with your consent, as indicated on your application form.

Data will be stored in a range of different places, including the Trust's HR management systems and on other IT systems (including email).

3) What information does the Trust collect at interview?

We are required to confirm the identity of our staff and their right to work in the United Kingdom. We will therefore ask you to bring the following information to your interview:

- Proof of your identity
- Proof of your qualifications

Copies will be taken of all documents, but they will only be retained for the appointed candidate. All other documents will be destroyed immediately following the interview process.

4) What information does the Trust collect following an offer of employment?

Following an offer of employment, we will follow up any outstanding documents from the application and interview process, such as references and copies of qualification certificates. In addition we will ask you for the following:

- Completion of an on line DBS application via the Protocol website – this will verify your declaration of unspent convictions
- A health questionnaire – this information will be used to determine whether you have any health issues that may require us to make any adjustments to the work environment or systems so that you may work effectively. This information may be shared with the Trust's Occupational Health Provider – Pathways Occupational Health Ltd.
- Bank details – to process salary payments. This information will be shared with Anderson Barrowcliffe, who process payroll on behalf of the Trust.
- Emergency contact details – so we know who to contact in case you have an emergency at work
- Pensions information – so that we can process your pension contributions to either LGPS or Teachers Pensions

5) Why does the Trust process personal data?

The Trust needs to obtain and process data prior to potentially entering into a contract of employment with you. The Trust then needs to process your data to enter into a contract of employment, or other working relationship, with you.

In some cases, the Trust needs to process data to ensure that it is complying with its legal obligations. For example, we are required to check applicants' eligibility to work in the UK to ensure that any applicant who is successful in a selection process can legally be offered employment with the College.

The Trust has a legitimate interest in processing personal data during recruitment and selection processes, and for keeping records of these processes. Processing data from job applicants allows the College to manage the recruitment and selection cycle, assess and confirm candidates' suitability for employment and decide to whom to offer a job. The Trust may also need to process data from job applicants to respond to and defend any legal claims.

The Trust will process special categories of data, such as equality monitoring information, to monitor recruitment activity and to ensure that we are receiving applications for employment from a wide variety of candidates, and to remove, as far as reasonably practicable, any barriers within our recruitment and selection processes. As a Disability Confident Employer, the Trust will collect information about whether or not applicants are disabled, in order to make reasonable adjustments for candidates who have a disability.

The Trust processes such information to carry out its obligations and exercise specific rights in relation to employment and the Equality Act 2010.

For all roles, the Trust is obliged to seek information about criminal convictions and offences. The Trust is required to obtain information regarding criminal records because of the nature of our organisation and in relation to the safeguarding of young people in our care.

6) For how long does the Trust retain your information?

If you are successful, the information you provide during the application process will be retained by us as part of your employee file for the duration of your employment, plus 6 years following the end of your employment. This includes your DBS information, fitness to work, records of any security checks and references. The periods for which your data will be held will be provided to you in a new privacy notice.

If you are unsuccessful at any stage of the process, all of the information you have provided until that point, whether electronically or in paper format, will be retained for 6 months following the appointment of the successful candidate. We may ask your consent to keep your contact details on file for a further period, of up to one year, so that we can contact you should any further suitable vacancies become available. You may withdraw your consent at any time.

7) Who has access to data?

Your information may be shared internally for the purposes of the recruitment and selection exercise. As a general summary, only members of the Human Resources department will have access to all of your personal data; other members of the Trust who may have access to some of your personal data, because of their involvement in the selection process, include members of the Senior Leadership Team, Faculty Managers and other College Managers, staff from the department in which the vacancy exists, and Reception staff.

The Trust will not share your data with third parties, other than former employers or other named individuals for the purpose of obtaining references to inform selection decisions. In the event that your application for employment is successful and the Trust makes you an offer of employment, your data will then be shared relevant third parties as outlined above.

8) How does the Trust protect data?

The Trust 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 only accessed by relevant employees in the proper performance of their duties.

Your rights

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

- Access and obtain a copy of your data on request;
- Require the College to change incorrect or incomplete data;
- Require the College 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 the College is relying on its legitimate interests as the legal ground for processing.

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

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