

## ETF RECRUITMENT PRIVACY NOTICE

### 1 Introduction

1.1 This Privacy Notice provides individuals that engage with the Education and Training Foundation's (the ETF, we, us, our) recruitment processes with information about how your personal data will be used, in compliance with the UK General Data Protection Regulations (UK GDPR) 2018 and the Data Protection Act (DPA) 2018. The ETF is a registered charity (registration no: 1153859) and a company limited by guarantee (company registration number (England and Wales): 08540597). When referring to the ETF, we also include our professional membership organisation, the Society for Education and Training (SET).

1.2 The ETF processes personal data required for recruitment activities.

1.2.1 Personal data refers to any information relating to a living individual who could be directly or indirectly identified through their information (examples include, but are not limited to: date of birth, address, phone number, job title, previous employment information, e-mail address).

1.2.2 Personal data can be stored electronically or in paper records.

1.2.3 Processing relates to collecting, storing, sharing, altering, and deleting personal data.

1.2.4 For further information about the ETF's practices in relation to data processing, data protection, guidance on complying with the UK GDPR and key terminology, please contact our [Data Protection Officer \(DPO\)](#).

### 2 What information does the ETF collect?

2.1 The ETF is committed to being transparent about how we collect and use data to meet data protection obligations (see also your 'Right to be informed in section 7). Throughout your engagements during recruitment at the ETF, we collect and hold a range of data about you that may be able to identify you directly or indirectly. We cannot administer recruitment processes without your personal data.

2.2 Most data provided to us is obtained during our recruitment process via applications either directly or through recruitment agencies.

2.3 The following list outlines the range of the personal data the ETF processes:

- Name and contact details
- Terms and Conditions of any offer made to you if successful in your application including entitlement to benefits such as pensions or insurance cover and your bank account and national insurance number
- Details of your qualifications, skills, experience, and employment history, including start and end dates, with previous employers and with the ETF
- Information about your nationality and entitlement to work in the UK
- Information about medical or health conditions, including whether you have a disability for which the ETF needs to make reasonable adjustments for recruitment activities
- Equality and Diversity monitoring information, including information about your race, sex, sexual orientation, gender reassignment, religion of belief, marital or civil partnership status, age, disability or pregnancy and maternity and socio-economic background.

2.4. We may, on occasion carry out Disclosure Barring Service (DBS) checks to ensure we safeguard the ETF's staff, stakeholders, and assets. This will only be where there are regulatory or contractual requirements and will be set out in the job advertisement. Please refer to the [ETF Policy on Recruiting Ex-Offenders](#) for further information (this can be accessed from the ETF website).

### **3 Why does ETF process personal data?**

3.1 There is a need for the ETF to process data for recruitment purposes and also in the event where a candidate is successful in order to enter into an employment contract with individuals and then to meet all our obligations under that employment contract. In some instances, the ETF needs to process data to ensure we are complying with legal obligations. For instance, we are required to check to ensure individuals are permitted to work in the UK, to deduct tax, to disclose employee salary details to HMRC, comply with health and safety laws, to enable employees to take leave which they are entitled to, and to consult with employees or their representatives. This list is not exhaustive.

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

4.1 **Internal:** Information will be shared with the HR team. Some information will be shared with the IT team and in some instances where necessary the recruiting manager and members of the Senior Leadership Team. It may also be shared with Finance for management accounting purposes.

4.2 **External:** ETF may need to share your data with third parties, such as to obtain pre-employment references from other employers and to obtain background checks. ETF may need to share data with external parties for the purpose of enforcing legal rights. These third parties include:

- [LinkedIn](#)
- [Team Tailor](#)
- [National Audit Office](#) to supply visitor building passes during face to face interviews and to facilitate fire/health and safety records.

## 5 How do we protect data at ETF?

5.1 The ETF takes the security of our employee's data seriously. Where the ETF engage third parties to process personal data they do so under a duty of confidentiality. Details of how information is kept secure can be found in our **Information Security Policy**, which is available on request

5.2 Whilst we don't actively transfer data outside of the EEA, third-party provider TeamTailor's systems are based in the US, therefore data is stored in the US. As per their [privacy notice \(section 6. Security\)](#) TeamTailor have measures to protect Personal Data in accordance with GDPR regulations.

## 6 Data retention periods

6.1 Personal data information will be stored for as long as necessary to carry out the recruitment process and if a job offer is made to you and you accept then our Staff Privacy notice will apply which contains additional detail on retention.

## 7 Your rights

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

- **Right to be informed.** This policy addresses that right by detailing to you, as an ETF employee how your personal data is being used.
- **Right to access.** Including a right to obtain a copy of your data by making a Data Subject Access Request (DSAR). Guidance for employees on how to make a DSAR can be found [here](#).
- **Right to portability.** If you do make a DSAR, we will provide you with your information in a way that is accessible and machine-readable. We will also, on request as part of this right, transfer your data to another organisation as long as

the transfer is technically feasible, the data is held electronically, and you personally provided us with the information.

- **Right to rectification.** To request that ETF corrects, or updates incomplete data held about you.
- **Right to erasure in certain circumstances.** You may request that the organisation deletes or stops processing your data (also known as the 'Right to be forgotten'.) Certain data deletion restrictions may apply, however, for example if the ETF is legally obliged to keep hold of your data such as to comply with financial or other regulations; when keeping your data is necessary for the purposes of occupational health or when it is for the assessment of the working capacity of the employee. Details on data deletion can be found [here](#); If you would like any of the above rights exercised, where applicable to do so, please contact the Recruitment team ([recruitment@etfoundation.co.uk](mailto:recruitment@etfoundation.co.uk)) .

## 8 Contacting us

8.1 The ETF is located at the premises of The National Audit Office, 157-197 Buckingham Palace Road London SW1W 9SP. We can be contacted via phone; 020 3740 8280 and by email at [recruitment@etfoundation.co.uk](mailto:recruitment@etfoundation.co.uk).

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<b>Drafted by:</b> Isabella Aridas	<b>Title:</b> Senior HR Advisor	<b>Date:</b> 06.01.23
<b>Approved by:</b> Charlotte Razzell	<b>Title:</b> Director of Corporate Services	<b>Date:</b> 23.01.23

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