

## Job Applicant Privacy Notice

### Educ8 Training Group of Companies

Educ8 Training Group (**"ETG"**) is one of the largest independent training providers in England and Wales. All companies within the ETG group uphold the same company Vision, Mission and Core Values and follow our group policies and procedures.

At the date of this policy these companies are:

- Educ8 Training Group Limited, registered number 10865705.
- Haddon Training Limited, registered number 04773490.
- Aspire and Learn Ltd, registered number 08784755.
- Educ8 Ltd, registered number 05059754.

Registered office is at Tredomen Gateway, Tredomen, Ystrad Mynach, CF82 7EH

Any reference to "ETG" throughout this policy includes all the companies named above.

Person with responsibility for data protection compliance: Group Data Protection Officer (DPO)

ETG collects and processes personal data relating to job applicants as part of its recruitment and selection processes. ETG is committed to being transparent about how personal data is collected and used, and to meeting its data protection obligations.

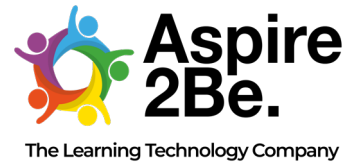
This notice explains how ETG collects, uses, stores and protects your personal data and outlines your rights as a job applicant.

What information does ETG collect and how?

ETG collects and processes a range of personal data about you, including:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information obtained during interviews, assessments and phone screenings;
- information relevant to assessing suitability for the role, including employment gaps and professional memberships;
- information about your right to work in the UK; and
- equal opportunities monitoring information, including information about ethnic origin, sexual orientation, religion or belief and health.

Personal data may be collected from you directly via application forms, CVs (including speculative applications), identity documents, interviews and assessment activities.



ETG may also collect limited personal data from third parties, such as referees, and where relevant and lawful, from safeguarding and regulatory bodies. References will only be sought after a conditional offer of employment has been made.

Data will be stored securely within applicant tracking systems, HR systems and controlled IT systems, including email.

### **Why does ETG process personal data?**

ETG processes personal data for the purpose of:

- taking steps at your request prior to entering into an employment contract;
- assessing your suitability for employment;
- managing recruitment decisions;
- complying with legal and regulatory obligations; and
- pursuing legitimate interests in operating a fair, effective and lawful recruitment process, where those interests are not overridden by your rights.

ETG may also process personal data to respond to, establish or defend legal claims.

### **Special category and criminal records data**

ETG processes special category personal data (such as health and equality monitoring information) only where lawful, primarily:

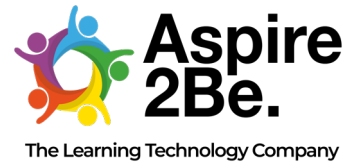
- to make reasonable adjustments during the recruitment process;
- to meet obligations under equality legislation;
- for monitoring and reporting on equality, diversity and inclusion; and
- to establish, exercise or defend legal claims.

Criminal records data (including DBS information) will be processed only where the role involves regulated activity, safeguarding obligations or other legal requirements. This processing is carried out in accordance with the Data Protection Act 2018 Schedule 1 conditions, and ETG maintains an Appropriate Policy Document which is available on request.

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

Your information may be shared internally with HR staff, recruiting managers, interviewers and decision-makers involved in the recruitment process.

We will not share your data with third parties unless your application is successful.



ETG may share personal data with trusted third-party processors where necessary, including recruitment platforms, occupational health providers, safeguarding bodies and regulatory authorities, always subject to appropriate safeguards.

Personal data may also be shared where required by law or with regulators.

### **International transfers**

Where personal data is transferred outside the UK (for example through cloud-based recruitment or email systems), ETG ensures that appropriate safeguards are in place, including adequacy regulations, International Data Transfer Agreements or standard contractual clauses.

### **How does ETG protect personal data?**

ETG takes the security of your personal data seriously and applies appropriate technical and organisational measures to protect it against loss, misuse, unauthorised access or disclosure. Access to applicant data is limited to those who require it for legitimate recruitment purposes.

### **How long does ETG keep personal data?**

If your application is unsuccessful, ETG will retain your personal data for six months following the conclusion of the recruitment process. This allows ETG to respond to queries or defend legal claims.

If you have provided consent to retain your personal data for any future vacancies...

Where appropriate, ETG may retain applicant data for a longer defined period based on legitimate interests relating to future recruitment opportunities. You will be informed of this and provided with the right to object or request deletion at any time.

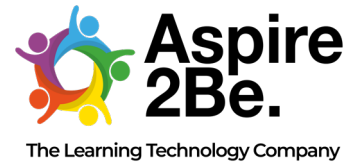
If your application is successful, recruitment data will be transferred to your personnel file and processed in accordance with the Employee Privacy Notice.

### **Your rights**

As a data subject, you have the right to:

- access your personal data;
- request correction of inaccurate or incomplete data;
- request erasure or restriction of processing where applicable;
- object to processing based on legitimate interests; and
- request data portability where legally applicable.
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To exercise your rights, please contact [dpo@educ8training.co.uk](mailto:dpo@educ8training.co.uk).



If you believe ETG has not complied with data protection law, you may complain to the Information Commissioner's Office (ICO): <https://ico.org.uk/>

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

You are under no legal obligation to provide personal data during the recruitment process. However, failure to provide relevant information may prevent ETG from progressing your application.