David Ross Education Trust

Broadening Horizons

Privacy Notice – Applicants

Document Management Information

Applicable to:	Applicants and candidates applying for roles with the David Ross Education Trust, including roles in DRET academies and Central Support Services.
Dissemination:	This notice will be made available to applicants through the recruitment process and on the Trust's careers/recruitment pages.
Implementation:	Applicable to recruitment activity across all DRET academies and Central Support Services.
Training:	On request
Review Frequency:	This notice will be reviewed at least every three years and earlier where there are changes to legislation, statutory guidance, ICO guidance, recruitment systems or Trust practice.
Policy Author:	George Selby, Head of Data Protection and Compliance
Executive Policy Owner:	Maria Maltby, Director of Governance
Approval by:	Level 3 – Executive Board
Approval Date:	19 October 2026
Next Review Due:	October 2029

Revision History

Document version	Description of Revision	Date Approved
V0.1	Draft for approval by Executive	June 2020
V1.0	Approved version	22 June 2020
V1.1	Updated to reflect UK GDPR terminology, applicant audience, lawful basis, special category data, data sharing, retention and international transfers.	19 October 2026

Contents

Contents 3
1. Introduction 4
2. Document Purpose 4
3. Definitions 4
4. Privacy Notice - Applicant 4

1. Introduction

1.1 Under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, individuals have a right to be informed about how the Trust and its academies use personal data held about them. The David Ross Education Trust complies with this requirement by providing privacy notices to individuals where we process their personal data.

1.2 We take great care to provide a safe, secure and transparent application and recruitment experience. The information you submit to us through our website, applicant tracking system, social media channels, third-party job platforms or any other recruitment route will be used only for recruitment and related employment purposes, as explained in this notice.

2. Document Purpose

2.1 The purpose of this Privacy Notice is to explain how the Trust collects, stores, uses, shares and retains personal data about individuals who apply to work at our academies or within Central Support Services.

3. Definitions

3.1 **Trust** means the David Ross Education Trust, including its academies and Central Support Services.

3.2 **Executive Leadership Team** means the Chief Executive Officer ("CEO") and the direct line management reports of the CEO (the "Directors").

3.3 **Applicant** means an individual who applies for, registers an interest in, or is considered for employment or engagement with the Trust. This includes candidates who submit application forms, CVs, expressions of interest or other recruitment information. An individual remains an applicant until the recruitment process ends or, if successful, until employment or engagement begins.

4. Privacy Notice - Applicant

4.1 Data Controller and Processors

4.1.1 The David Ross Education Trust is the data controller for the purposes of data protection law. This means that the Trust decides why and how applicant personal data is processed. DRET academies and authorised third-party service providers, such as applicant tracking, recruitment, vetting, payroll or HR system providers, may process applicant data on behalf of the Trust and only in accordance with our instructions.

4.1.2 The postal address of the Trust is:

David Ross Education Trust
Charnwood College
Thorpe Hill
Loughborough
Leicestershire
LE11 4SQ

4.1.3 The Trust will ensure that your personal data is processed fairly and lawfully, is accurate, is kept secure and is retained for no longer than is necessary.

4.2 The Categories of Personal Data DRET Holds

4.2.1 We process data relating to individuals who apply to work for the Trust. The nature of the personal data we collect depends on the position you apply for and the stage of the recruitment process you reach.

4.2.2 Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not limited to:

- Personal information, including name, contact details, date of birth, email address and other personally identifiable data which is required in order to process your job application.
- Equal opportunities monitoring information, such as race, ethnicity, nationality, disability, sex, sexual orientation, religion or belief. This information is usually optional and is used for monitoring and reporting in anonymised or aggregated form wherever possible.
- Identity, right to work and payroll-related information, such as National Insurance number, right to work evidence and, where required at the appropriate stage, bank or payroll details.
- Recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process.
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships.
- Health information, including information needed to make reasonable adjustments during recruitment or to assess fitness for work where relevant and lawful.
- Safeguarding and pre-employment check information, including references, qualification checks, right to work checks, online checks where applicable, prohibition checks, teacher status checks and criminal record information where the role requires this.

4.3 Why DRET uses this Data

4.3.1 The purpose of processing this data is to help the Trust and its academies run fair, safe and effective recruitment processes. Personal information is used for various reasons, including to:

- Assess your suitability for the role and progress your application through shortlisting, assessment, interview and appointment stages.
- Carry out safer recruitment checks and meet our safeguarding obligations towards pupils.
- Inform our recruitment and retention policies.
- Enable ethnicity and disability monitoring.
- Fulfil contractual obligations with any third parties.
- Respond to enquiries you raise during the recruitment and onboarding process.

4.4 Our Lawful Basis for Using this Data

4.4.1 We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Take steps at your request before entering into an employment contract, including assessing your application and communicating with you about the recruitment process.

- Comply with legal obligations, including right to work, safeguarding, safer recruitment and employment law requirements.

4.4.2 We may also use personal information about you where:

- Carry out tasks in the public interest, where this is relevant to safeguarding and the Trust's education functions.

- Pursue the Trust's legitimate interests in managing effective recruitment, keeping appropriate recruitment records and protecting the Trust's legal position, except where your rights and freedoms override those interests.

4.4.3 Where we process special category data, such as health, disability or equal opportunities information, we will identify both a lawful basis under Article 6 UK GDPR and a separate condition under Article 9 UK GDPR. Where we process criminal offence data, we will do so only where authorised by law and where appropriate safeguards are in place.

4.4.4 Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

4.4.5 Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the Trusts use of your data.

4.5 Collecting Information

4.5.1 The personal information we collect about you comes primarily from applications and other forms and materials you submit to the David Ross Education Trust during the course of your relationship with us.

4.5.2 Most of the information we ask for is needed to progress your application and complete recruitment or pre-employment checks. Some information, such as equal opportunities monitoring data, is optional. We will make clear where information is mandatory and explain the possible consequences if you do not provide it. If you do not provide required information, we may be unable to progress your application or complete necessary checks.

4.5.3 We will try to ensure that all information we hold about you is accurate, complete and up to date. We expect you to help us in this regard by promptly notifying us if there are any changes to your personal information.

4.6 How DRET Stores the Data

4.6.1 Applicant data is stored securely within systems used by the Trust and its authorised recruitment service providers. The David Ross Education Trust remains the data controller. Third-party processors must process applicant data only on our documented instructions and must meet appropriate data protection and information security standards.

4.6.2 Personal data will not be retained for longer than is necessary for the purpose for which it was collected. Unsuccessful applicant information will be retained in accordance with the Trust's Records Retention Policy and then securely deleted or anonymised. Where an applicant is appointed, relevant recruitment information will be transferred to their employment record and retained in line with the Trust's employee records retention requirements.

4.7 Data Sharing

4.7.1 We will share applicant personal information only where it is necessary and lawful to do so. This may include sharing information with DRET academies, Central Support Services, recruitment panel members, referees, safeguarding and vetting bodies, occupational health providers, payroll or HR providers, regulatory bodies, law enforcement agencies and other trusted service providers involved in recruitment or pre-employment checks.

4.7.2 We may share personal information about you with trusted external service providers (third parties) for the purpose of:

- Providing recruitment-related services such as applicant tracking, references, qualification checks, right to work checks, criminal record checks, safeguarding checks, verification of information from third-party sources, occupational health advice, psychometric assessments or skills tests where relevant to the role.

4.7.3 All our third-party service providers are carefully selected, meet high data protection and security standards and are bound by contract to keep any information we share with them confidential. We only share the personal data with them that is necessary for the services they provide and they will only process that data in accordance with our instructions.

4.7.4 We will never rent or sell your personal data to any third party for their own marketing purposes. We will disclose data without your specific consent only where we have a lawful basis or legal requirement to do so.

4.7.5 As part of the recruitment process, we may share relevant applicant information, including special category information where necessary, with appropriate colleagues in our academies or Central Support Services. Access will be limited to those who need the information for recruitment, safeguarding, assessment or appointment purposes.

4.7.6 We may also release personal information to regulatory or law enforcement agencies, if they require us to do so.

4.8 Data Usage

4.8.1 When you visit our careers website we may automatically collect information including:

- Information about your visit, including which areas users access most frequently and which services users access the most. We only use such data in the aggregate form. This information helps us determine what is most beneficial for our users and how we can continually improve our online services to create a better overall experience for our users.

- Website recording service information, including mouse clicks, mouse movements, page scrolling and any text keyed into website forms. Data collected by this service is used to improve our website usability.

4.8.2 Marketing profiling to help us identify services or jobs which may be of interest to you. The information collected is stored and is used for aggregated and statistical reporting, and is not shared with anybody else.

4.8.3 Any information collected during the website records will be erased after 6 months, and any personally identifiable data entered will be marked and blanked out. This information cannot be used to identify you as an individual and none of the aggregate information collected will be shared outside of the David Ross Education Trust.

4.8.4 If you receive emails from us we may use certain analytics tools to capture data such as when you open our email or click on any links or banners our email contains. This data helps us to gauge the effectiveness of our communications and marketing campaigns.

4.9 Cookies

4.9.1 Cookies are small text files that are placed on your device to help our website provide a better user experience. Cookies are stored on your individual device and you have full control over their use. You may deactivate or restrict the transmission of cookies by changing the settings of your web browser. Cookies that are already stored may be deleted at any time. To find out more about cookies and how to manage or delete them, visit www.aboutcookies.org.uk.

4.9.2 If you choose to disable cookies, you may not be able to use all the features on our website.

4.10 Curriculum Vitae (CV)

4.10.1 As part the application process to a job, you will have the option of submitting your CV via our website or by providing your CV to one of our resourcing team. CVs will only be considered as a supporting document in an application for a specific job, or for consideration by our resourcing team for positions that are yet to arise. Your CV will be stored in our application system and will be accessible only by the David Ross Education Trust resourcing team in the UK, or selected individuals within our academies across the Trust.

4.10.2 You can update your CV at any time, simply by following the same procedure to submit a new application. Your old CV will automatically be archived providing the submission details remain the same (for example you submit both CVs using the same email address or you advise the relevant contact of your new submission). CVs will be deleted in accordance with our Records Retention Policy.

4.11 Transferring Data Internationally

4.11.1 We will not transfer your personal data outside the UK unless this is necessary and lawful. Where a restricted international transfer is required, we will ensure that an appropriate safeguard is in place, such as UK adequacy regulations, the UK International Data Transfer Agreement, the UK Addendum to EU Standard Contractual Clauses, or another safeguard permitted under UK GDPR.

4.11.2 Before making any restricted international transfer, we will consider whether the destination provides an adequate level of protection or whether additional safeguards and risk assessments are required.

4.12 Other Websites

4.12.1 Please note that clicking on links and banner advertisements may result in your transferral to another website - where data privacy practices may be different to that of the David Ross Education Trust.

4.12.2 Visitors should consult the other websites' privacy policies as we are not responsible for, and have no control over, information that is submitted to or collected by these third parties.

4.13 Your Rights – How to Access Personal Information we Hold About you

4.13.1 Under data protection laws, individuals have a right to ask the Trust for a copy of the information we hold about you. As part of this process we may ask you to verify your identity and ask for more specific information about your request. Where we are legally permitted to do so, we may refuse your request and will give you reasons for doing so.

4.13.2 Individuals also have other rights regarding how their personal data is used and kept safe. These include having the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress.

- Prevent your data being used to send direct marketing.
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person).
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing.

4.13.3 To exercise any of these rights, please contact the David Ross Education Trust Data Protection Officer (DPO). Contact details can be found in section 4.16

4.14 Equal Opportunities

4.14.1 The David Ross Education Trust is an equal opportunities employer and a company committed to diversity. This means that all job applicants and members of staff will receive equal treatment and that we will not discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age.

4.14.2 As part of our commitment to equal opportunities we may from time to time use information provided by you for the purposes of diversity monitoring. All such information will be used on an anonymised basis.

4.15 Complaints

4.15.1 We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concerns about our data processing, please raise this with the DPO in the first instance.

4.15.2 Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at https://ico.org.uk/concerns
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

4.16 Contact Details

4.16.1 If you have any questions, concerns or would like more information about anything mentioned in this Privacy Notice please contact our DPO, details below:

- Data Protection Officer, David Ross Education Trust, Dataprotection@dret.co.uk