

## **Recruitment privacy notice**

Data controller: Mindful Education, 1 Giltspur St, London EC1A 9DD, 0203 6060365

<https://mindful-education.co.uk/>

As part of any recruitment process, Mindful Education collects and processes personal data relating to job applicants. Mindful Education is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

### **What information does Mindful Education collect?**

Mindful Education collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether you have a disability for which Mindful Education needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.

Mindful Education collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

Mindful Education will also collect personal data about you from third parties, such as references supplied by former employers and if applicable, information from criminal records checks. Mindful Education will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

### **Why does Mindful Education process personal data?**

Mindful Education needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, Mindful Education needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

Mindful Education has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows Mindful Education to manage the recruitment process, assess and confirm a candidate's suitability for

employment and decide to whom to offer a job. Mindful Education may also need to process data from job applicants to respond to and defend against legal claims.

Where Mindful Education relies on legitimate interests as a reason for processing data, it has considered whether those interests are overridden by the rights and freedoms of job applicants, employees or workers and has concluded that they are not.

Mindful Education processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where Mindful Education processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes as permitted by the Data Protection Act 2018.

For some roles, Mindful Education is obliged to seek information about criminal convictions and offences. Where Mindful Education seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment to comply with a regulatory requirement to establish whether an individual has committed an unlawful act or been involved in dishonesty or other improper conduct.

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

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

Mindful Education will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. Mindful Education will then share your data with former employers to obtain references for you and if applicable the Disclosure and Barring Service to obtain necessary criminal records checks.

We use BambooHR as our Application Tracking System which stores your application data. This data may be transferred to countries outside the UK by BambooHR only if necessary to protect the data or to service our account at our request. BambooHR's systems and processes are compliant with the General Data Protection Regulation. More information from BambooHR on this topic can be found [here](#) under "International Transfers".

### **How does Mindful Education protect data?**

Mindful Education 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 not accessed except by our employees in the proper performance of their duties. You may request to see these policies if needed, contact [hr@mindful-education.co.uk](mailto:hr@mindful-education.co.uk).

## **For how long does Mindful Education keep data?**

If your application for employment is unsuccessful, Mindful Education will hold your data on file for 12 months for consideration for future employment opportunities. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

## **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 Mindful Education to change incorrect or incomplete data;
- require Mindful Education to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where Mindful Education is relying on its legitimate interests as the legal ground for processing; and
- ask Mindful Education to stop processing data for a period if data is inaccurate or there is a dispute about whether your interests override Mindful Education's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact [hr@mindful-education.co.uk](mailto:hr@mindful-education.co.uk). You can make a subject access request and send it to [hr@mindful-education.co.uk](mailto:hr@mindful-education.co.uk).

If you believe that Mindful Education has not complied with your data protection rights, you can complain to the [Information Commissioner](#).

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

You are under no statutory or contractual obligation to provide data to Mindful Education during the recruitment process. However, if you do not provide the information, Mindful Education may not be able to process your application properly or at all. If your application is successful, it will be a condition of any job offer that you provide evidence of your right to work in the UK and satisfactory references.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.