

Action Tutoring privacy notice for job applicants

This privacy notice sets out how Action Tutoring uses and protects any information that you provide us with when completing a job application, as well as any further information we record during the application process.

What information we will collect

For the purpose of a job application, we are likely to request

- CV: name, email address, contact details, education and work history
- Cover letter
- References.

We may also take interview notes and a record of any assessment you complete as part of your application.

Lawful Basis

We rely on your consent for processing your personal data in relation to your job application. You have a right to withdraw the consent by writing to us, but it would mean that you are withdrawing your application.

Once your application is successful, your personal data will be processed in accordance with our privacy notice for employees. It will be made available to you during the employment contract process.

Where we will store this information

We are committed to ensuring that your information is stored securely. In order to prevent unauthorised access or disclosure, we have put in place physical, electronic and managerial procedures to safeguard and secure it.

Information you provide as part of your job application, or recorded by us during the application process, will be stored in a limited-access email account and our secure HR database (BreatheHR). Printed copies may also be produced and used temporarily during the application process.

How long we will keep this information

Action Tutoring holds data in accordance with our data retention policy. We will only hold data for as long as necessary for the purposes for which we collected it. For unsuccessful job applicants, information you provided as part of your job application, or recorded by us during the application process, will be deleted approximately six months after the date on which you were informed of being an unsuccessful applicant.

For successful job applicants, a copy of our full Policies and Procedures Manual will be provided.

If we will share this information

Please note that BreatheHR supports our recruitment activities. If you register or apply for an Action Tutoring role via BreatheHR, they may collect and process the information mentioned in this policy, as well as additional information they may ask you to provide. You can access their privacy policy [here](#).

We will not sell, distribute or lease your personal information to any other third parties unless we have your permission or are required by law to do so.

How to control your information and your rights

Action Tutoring is committed to accommodating your rights under the General Data Protection Regulation (GDPR), which include:

- Your right to be fully informed on how the information we ask you to share with us and the information we collect independently is processed by Action Tutoring. If you have any questions about the guidance provided in this policy notice, or would like further detail on specific sections, then please address your query to the contact details provided below.
- Your right to access the information we have asked you to share with us and the information we collected independently. If you require a copy of this information, please make this request using the contact details provided in this notice and the information will be provided to you in an electronic format as soon as possible, within one month at the latest. We will need to confirm your identity to provide this information.
- Your right to rectify the information we have asked you to share with us and the information we collected independently if it is inaccurate or incomplete. If you believe that any of the information is inaccurate or incomplete, please contact us as soon as possible using the contact details provided below. We will promptly correct any information found to be incorrect.
- Your right to erase the information we have asked you to share with us and the information we collected independently. You may request that this information be placed under restricted access, pseudonymised or deleted where there is no compelling reason for it to be kept.
- Your right to restrict or object to the further processing of the information we have asked you to share with us and the information we collected independently. Please use the contact details provided to inform us of any wish to restrict or object to the further processing of this information. Note that we may need to retain some key information in order to respect your restriction or objection in future.

- You have a right to withdraw consent for processing your personal data. This is only when the lawful basis for processing your personal data is consent.

Your personal data is not used in any automated decision making (a decision made solely by automated means without any human involvement) or profiling (automated processing of personal data to evaluate certain conditions about an individual).

How to get in contact

To contact us in relation to any of the information contained in this notice, to make complaint, or to pursue any of your rights under the General Data Protection Regulation, please email: hello@actiontutoring.org.uk or write to us at: Action Tutoring, The Dock, Tobacco Quay, Wapping Lane, London E1W 2SF

Telephone: 0203 872 5894

If you are unhappy with the way that we have handled your Personal Information, you can make an online complaint to the [Information Commissioner's Office \(ICO\)](#) which is the UK authority responsible for data protection or you can write to ICO at:

Information Commissioner's Office

Wycliffe House Water Lane

Wilmslow Cheshire SK9 5AF.

Telephone: 0303 123 1113

Fax: 01625 524510.