



ETF RECRUITMENT PRIVACY NOTICE

1 Introduction

1.1 This Privacy Notice provides individuals that engage with Education and Training Foundation's (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 (GDPR) and the Data Protection Act (DPA) 2018. ETF is a registered charity (registration no: 1153859) and a company limited by guarantee (company registration number (England and Wales): 08540597). When referring to ETF, we also include our professional membership organisation, the Society for Education and Training (SET).

1.2 We process personal data required for recruitment activities (see section 2 for further details).

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 within a structured filing system.

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

1.2.4 For further information about our 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 Our lawful basis for processing your personal data

2.1 We use Contractual Necessity as our lawful bases to process your personal data for the purpose of enacting our contractual obligations with you, including (but not limited to):

- job applications
- verification (e.g., checking for accuracy, like qualifications)
- short-listing
- interviews

EXTERNAL DOCUMENT



4 Who has access to your personal data?

4.1 **Internal:** Information will be shared with our HR team. Some information will be shared with our IT team, and in some instances, where necessary, the recruiting manager and members of our Senior Leadership team. It may also be shared with

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