

Academy Achievers Recruitment Privacy Policy

Academy Achievers is committed to protecting your privacy and ensuring that your personal information is collected, processed, and stored in accordance with applicable data protection laws and regulations. This privacy policy explains how we collect, use and protect your personal information in connection with your job application.

Personal Information We Collect

We may collect and process the following personal information from you:

- Your name, contact details, and other personal information you provide on your CV, cover letter, or job application form.
- Information about your education, work experience, and qualifications.
- References and information from your enhanced Disclosure and Barring Service (DBS) check.
- Any additional information you or a third party (such as a reference provider or background check provider) chooses to provide during the recruitment process.

We may receive this information from you directly or from third parties such as recruitment agencies, reference providers, and background check providers.

Please note that the information we ask you to provide may be necessary for us to consider your application or to recruit you and for Academy Achievers to comply with its legal obligations. Without such information, we may not be able to consider your application or perform our contractual obligations towards you.

How We Use Your Personal Information

We rely on several legal bases to use your personal information, for various purposes, as follows:

- Our legitimate interests to review and assess your application for employment:
 - To assess your suitability for the role you have applied for;
 - To communicate with you about your application and the recruitment process;
 - To improve our recruitment process;
- Where it is necessary for the performance of an employment contract with you, or to prepare to enter into an employment contract, if we make you an offer:
 - To make you a formal offer of employment;
 - To take steps to onboard you as an employee;
- Where we are required to comply with legal and regulatory requirements, for example record-keeping requirements, to meet law enforcement data access requests, or in case of legal proceedings.

Sharing Your Personal Information

We may share your personal information with third parties in connection with your job application, including recruitment agencies, background check providers, and professional advisers. We will only share your personal information where necessary and in compliance with data protection laws. If you provide us contact details for a reference, we may contact them to receive references about you.

International Data Transfers

We may transfer your personal information to countries outside the UK. We will take appropriate measures, in compliance with applicable law, to ensure that your personal information remains protected. Such measures include, for instance, reliance on the UK international data transfer agreement, relying on adequacy decisions, or obtaining your explicit consent. If you would like more information or a copy of the contractual agreements or other safeguards in place, please contact us at the details below.

Data Security

We take appropriate technical and organisational measures to ensure that your personal information is secure, including protecting it against unauthorised or unlawful processing and against accidental loss, destruction, or damage.

Data Retention

We will retain your personal information for as long as necessary to achieve the purposes set out in this privacy policy or as required by law. If you are successful in your application, we will retain your personal information as an employee in accordance with our employee privacy policy. If you are unsuccessful in your application, we will keep your personal information for 12 months.

Your Rights

Subject to applicable law, you have the right to:

- Request access to a copy of your personal information;
- Request that we correct or update any inaccurate or incomplete personal information;
- Request that we erase your personal information;
- Object to the processing of your personal information or request restriction of such processing;
- Request that we port your personal information to any person; and
- Withdraw your consent at any time where we are relying on consent as the legal basis for processing.



If you wish to exercise any of these rights, please contact us using the details provided below. You also have the right to make a complaint to a supervisory authority. The supervisory authority in the UK is the Information Commissioner's Office (www.ico.org.uk).

Changes to this Privacy Policy

We may update this privacy policy from time to time by posting a new version on our website. You should check this page occasionally to ensure you are happy with any changes. We will notify you as appropriate under the circumstances if we make a material change to the privacy policy while processing your personal information.

Contact Us

Academy Achievers is the controller of the processing of your personal information as described in this privacy policy. If you have any questions or concerns about this privacy policy or the way we process your personal information, please contact us at:

Academy Achievers Academy Achievers **CAN- Borough** 7-14 Great Dover Street
Southwark SE1 4YR

0333 242 7555

Our data protection officer is Paulette Watson, who can be contacted at:
info@academyachievers.co.uk

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