

Ambitious about Autism Candidate Privacy Notice

About this document

This privacy notice explains how Ambitious about Autism ("**AaA**", "**we**", "**our**", "**us**") collects, uses and shares your personal data, and your rights in relation to the personal data we hold. This privacy notice applies to all job applicants and candidates for roles including employees, contractors and temporary workers ("you", "your"). If your job application is successful and you accept our offer of employment or another form of engagement with us, then your personal information will be processed in accordance with a separate Privacy Notice, which will be issued to you as part of your on-boarding pack.

AaA, (a charitable company limited by guarantee registered in England with registered number 03375255 and having its registered office at The Pears National Centre for Autism Education Woodside Avenue, London N10 3JA, and which is registered with the UK Information Commissioner's Office with registration number Z5753824) is the data controller of your personal data and is subject to the Data Protection Act 1998 ("**DPA**") (and, from 25 May 2018, the General Data Protection Regulation (the "**GDPR**"). This means that we are responsible for deciding what personal information we hold about you and how we use it. We are required under data protection legislation to notify you of the information contained in this privacy notice. We may update this privacy notice at any time.

How we collect your information

We may collect your personal data in a number of ways, for example:

- From the information you provide to us when you interact with us before making an application to work for us, including when you apply for or attend a work experience placement with AaA.
- When you submit a formal application to work for us, and provide your personal data in curriculum vitae, application forms and covering letters.
- From third parties, for example from recruitment agencies, from your previous or current employers (including referees) and institutions of study, or from background check providers, credit reference agencies or the Disclosure and Barring Service, where relevant, in order to verify details about you and/or your application to work for us.

The types of information we collect

In connection with your application for work with us, we will collect the following types of personal information about you:

- The information you have provided to us in your curriculum vitae and covering letter.
- The information you have provided on your application form, including name, title, address, telephone number, personal email address, date of birth, gender, photograph, employment and work history (including compensation history, performance information, training records, professional memberships and disciplinary and grievance information), and qualifications.
- Any information you provide to us during any Psychometric, Aptitude and Personality Tests.
- Any information you provide to us during an interview (for example, your identification data, including a copy of your driving licence and passport details page).

We may also collect the following "special categories" of more sensitive personal information, where this is necessary for your job application:

- Information about your racial or ethnic origin, religious, philosophical or moral beliefs, sexual orientation and political opinions.
- Information about your health, including any disability, medical condition, health and sickness records.
- Information about criminal convictions and offences.

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully.

How we use your information

The purposes for which we use personal data (including sensitive personal data, where applicable) we collect in connection with your job application includes:

- Administering job applications, assessing your skills, qualifications and suitability for the job or role you have applied for, communicating with you about the recruitment process and, where relevant, offering you a job with us.
- Providing you with information about AaA and what it is like to work for us.
- Checking you are legally entitled to work in the UK.
- Ascertaining your fitness to work.
- To conduct data analytics studies to review and better understand the types of job applications we receive, from whom and what kind of education, skills, qualifications and employment history the applicants typically have for each different job / role.
- Retaining your application form and related documents and information, either:
 - in your personnel file, if you are offered and accept a job with us; or
 - in our 'Talent Bank', so that we can keep you in mind as a candidate for other job offers and opportunities to work for AaA that may arise in the future, and for which we think you would be a suitable candidate to apply for.

In relation to processing sensitive personal data, in particular:

- The purposes of recording your racial or ethnic origin, religious, philosophical or moral beliefs or sexual orientation, is to ensure meaningful equal opportunity monitoring and reporting and to monitor AaA's compliance with equal opportunities legislation.
- We will use information about disability status to consider whether we need to provide appropriate adjustments during the recruitment process.
- We will collect information about your criminal convictions history if we would like to offer you work at AaA. We are required to carry out a criminal records check in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable to work at AaA.

The basis for processing your information

We process your personal data for the above purposes because:

- It is necessary to enable us decide whether to enter into or perform a contract of employment or equivalent with you.
- It is necessary for our or a third party's legitimate interests and your interests and fundamental rights do not override those interests. Our "legitimate interests" include our commercial interests in operating AaA in a professional, sustainable manner, providing the highest quality services to our pupils and parents in accordance with all legal and regulatory requirements (which includes appointing the highest quality candidates to the jobs or roles that we identify as being necessary to achieve those interests), and to review and better understand employee retention and attribution rates.

Importantly, we also process your personal data where we need to comply with our legal obligations. In this respect, we use your personal data for the following:

- To meet our compliance and regulatory obligations, such as compliance with anti-money laundering laws, health and safety obligations and tax reporting requirements.
- For the prevention and detection of crime, including in order to assist with investigations (including criminal investigations) carried out by the police and other competent authorities.

Automated decision-making

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

Sharing your information with others

For the purposes referred to in this privacy notice and relying on the bases for processing as set out above, we will share your personal data with certain third parties, including third party service providers. We require third parties to maintain the security of your data and to process it in accordance with applicable data protection legislation. We will share your personal information with third parties where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so. We will disclose personal data to a variety of recipients including:

- Capita Resourcing Limited (UK registered company number 03949686) for the purposes of performing DBS checks on behalf of AaA as part of the background checks we carry out to ensure your suitability for the role.
- Valentine Occupational Health Limited (UK registered company number 09115923) for the purposes of providing your information for medical screening as part of the background checks we carry out to ensure your suitability for the role.
- Other employees, agents and contractors where there is a legitimate reason for their receiving the information, including third parties where we have engaged them to process data on our behalf.
- When AaA is legally required to do so (by a court, government body, law enforcement agency or other authority of competent jurisdiction, including HM Revenue and Customs, the FCA and the PRA).

How long your information is kept

If your job application is successful and you accept our offer of employment or another form of engagement with us, then your personal information will be retained and processed for the purpose of your role in accordance with our Privacy Notice.

If you are not offered a job or if you do not ultimately take up a role with us, we will retain your personal information for a period of six months after our last interaction with you concerning the job or role you have applied for.

If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately, seeking your consent to retain your personal information for a fixed period on that basis.

Your rights

Under the DPA you have the following rights:

- To obtain access to, and copies of, the personal data that we hold about you.
- To require that we cease processing your personal data if the processing is causing you damage or distress.
- To require us to correct the personal data we hold about you if it is incorrect.
- To require us not to send you marketing communications.

Once the GDPR takes effect in May 2018, you will also have the following additional rights:

- To require us to erase your personal data. This enables you to ask us to erase your personal information where there is no good reason for us continuing to process it.
- To require us to restrict our data processing activities (and, where our processing is based on your consent, you may withdraw that consent, without affecting the lawfulness of our processing based on consent before its withdrawal).

- To receive from us the personal data we hold about you which you have provided to us, in a reasonable format specified by you, including for the purpose of you transmitting that personal data to another data controller.
- To object, on grounds relating to your particular situation, to any of our particular processing activities where you feel this has a disproportionate impact on your rights.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

Contact and complaints

If you have any queries about this privacy notice or how we process your personal data, or if you wish to exercise any of your rights under applicable law, you may contact the Chief Executive, Jolanta Lasota, Data Protection Officer: jasota@ambitiousaboutautism.org.uk

If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner's Office (ICO) <https://ico.org.uk/concerns/>

You can find out more about your rights under applicable data protection legislation from the Information Commissioner's Office website available at www.ico.org.uk