



Leo Baeck College

Staff Recruitment Privacy policy February 2021

Leo Baeck College Registered office • The Sternberg Centre for Judaism • 80 East End Road, London, N3 2SY, UK
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Leo Baeck College is Sponsored by: Liberal Judaism, Movement for Reform Judaism • Affiliate Member: World Union of Progressive Judaism

A. What personal data is collected?

We collect the following personal data when you apply for a job:

- name and contact details
- information about previous work experience
- information about education/qualifications
- membership of any professional bodies
- lists of articles and publications
- referees
- summary of skills and experience relevant to the role applied for

We ask applicants to provide data on equal opportunities monitoring information

- this is not mandatory
- if it is not provided your application will not be affected
- the data will not be made available to any staff outside of our HR team in a way which can identify anyone

Interviewers

- all notes taken at the interview will be returned to HR in order to ensure this information is stored securely before being destroyed after the agreed timescale

Offer of employment

We will be required to confirm your

- identity
- right to work in the United Kingdom, and
- where necessary, ensure clearance through a Disclosure check

Other pre-employment checks may be necessary depending on the specific nature of the role (e.g. credit or fraud checks). We will provide you with a clear explanation of why any further data is needed from you.

B. Do you collect any special category data?

We collect the following special category data:

- data required to complete statutory pre-employment checks such as DBS checks
- legal and regulatory purposes (diversity monitoring and health and safety) and to comply with legal obligations and duty of care.

C. How do you collect my data from me?

We use online application forms and paper application forms.

D. Is any other data about me collected indirectly?

We will seek personal data from

- your references (e.g. former employer) and
- HMRC

E. Is any data collected when I used your website?

No.

F. How do you use my personal data? And how do you justify it?

The personal data provided during the recruitment process will be used for the purpose of

- progressing your application,
- statistical analysis,
- to fulfil legal or regulatory requirements where necessary
- shortlisting the application against the criteria for the role applied for (as shown in the person specification and job description).
- producing statistics to monitor equal opportunities.

We need this data so that we can

- take the steps that may lead to a contract of employment between us;
- complying with our legal and statutory and obligations.

G. Do you share my data with any other organisations?

We may share your personal information with our service providers/data processors so that they can carry out work on our behalf.

- outsource HR services
- other educational organisations
- government departments and agencies
- funding bodies/sponsors.

H. How long do we keep your information?

The personal data gathered during the recruitment process will

- if recruited, be transferred to a personnel file and retained confidentially for the duration of employment.
- if unsuccessful, retained for a period of 12 months.