The LETTA Trust

Privacy Notice for Job Applicants

Bygrove · Columbia · Hermitage · Stebon · Virginia

Who we are

The LETTA Trust is the data controller for personal data processed across its schools: Bygrove Primary School, Columbia Primary School, Hermitage Primary School, Stebon Primary School and Virginia Primary School. In this notice, "we" means the Trust and the Trust school with which you have a relationship. The Trust is registered as a data controller with the Information Commission.

This notice explains how we collect and use personal data about people who apply to work for the Trust.

Data protection law means the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, each as amended by the Data (Use and Access) Act 2025, together with related legislation. The Trust's Information Governance Policy, available on the Trust website, sets out in full how we meet our obligations.

Our Data Protection Officer

Our Data Protection Officer (DPO) advises us on data protection law and monitors our compliance with it. If you have any questions about this notice or about how we handle your personal data, please contact the DPO at dpo@letta.org.uk.

What information we collect

As part of your application we collect:

- your name, address and contact details
- details of your qualifications, employment history, skills and experience
- information about criminal convictions, and the outcome of DBS and other safer recruitment checks, where the role requires them
- information about your entitlement to work in the United Kingdom
- equal opportunities monitoring information, such as gender, ethnicity, sexual orientation and religion, which is optional and used in anonymised form

- information about any disability for which we need to make reasonable adjustments during the recruitment process
- occupational health information, after an offer of employment has been made

We collect this information from your application form, from identity documents, during interview and assessment, from referees, and from the checks that safer recruitment requires. In line with Keeping Children Safe in Education, we seek references for shortlisted candidates, normally before interview, and we may carry out an online search on shortlisted candidates as part of our due diligence. We will tell you before we contact your current employer.

Why we use this information and our lawful bases

We process your data to manage the recruitment process, assess your suitability for the role, comply with our safer recruitment and right to work obligations, and decide whom to appoint.

Our lawful bases under the UK GDPR are: taking steps at your request prior to entering into a contract; legal obligation, including right to work and safeguarding checks; and public task, as safe recruitment is part of our official functions. Equal opportunities monitoring information is processed only with your explicit consent, and you do not have to provide it. Where we process other special category or criminal offence data, we rely on the applicable conditions under the Data Protection Act 2018 relating to employment and safeguarding. If you do not provide information we are required to collect, we may not be able to progress your application.

Who we share your information with

Your information is shared internally only with those involved in the recruitment exercise, such as the panel, the headteacher and HR. Externally, we share information with your referees, the Disclosure and Barring Service, professional bodies where registration needs to be confirmed, and our occupational health provider after an offer has been made. We do not share applicant data with other third parties unless the law requires it.

How long we keep your information

If your application is unsuccessful, we keep your information for six months after the end of the recruitment process and then delete it securely. If your application is successful, the information gathered during recruitment transfers to your personnel file and our Privacy Notice for Staff then applies.

Your rights

You have the right to:

- be informed about how we use your personal data

- request access to the personal data we hold about you – we will respond within one month of the relevant time, and where we reasonably need information to confirm your identity or to clarify your request, the time limit is paused until we receive it
- request that inaccurate or incomplete personal data is corrected
- request erasure of your personal data where there is no compelling reason for us to continue processing it
- request that our processing of your personal data is restricted
- object to our processing of your personal data, including processing we carry out in the performance of our public task
- data portability, where processing is based on your consent or a contract and is carried out by automated means

Where our processing is based on your consent, you may withdraw that consent at any time. We do not make decisions about you based solely on automated processing which have legal or similarly significant effects.

Complaints

If you are unhappy with how we have collected or used your personal data, please raise it with the DPO at dpo@letta.org.uk. We will acknowledge your complaint within 30 days, make appropriate enquiries, keep you informed of progress and tell you the outcome without undue delay, in line with section 164A of the Data Protection Act 2018.

You also have the right to complain to the Information Commission, whose office continues to be known as the ICO: Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF; telephone 0303 123 1113; www.ico.org.uk.

This notice is reviewed annually. It was last updated in October 2026 to reflect the Data (Use and Access) Act 2025, the statutory safeguarding information-sharing duty in section 16LA of the Children Act 2004, and the establishment of the Information Commission.