



**Ambition  
Institute**

# **Privacy Notice for Candidates for Vacancies with Ambition Institute**



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<b>Policy Owner</b>	Head of HR
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<b>Applies to</b>	Internal and External Applicants for Employment within Ambition Contractors
<b>Exceptions</b>	N/A
<b>Audience</b>	Available on SharePoint and the Ambition Institute website

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## Section 1: Overview

### 1.1. Purpose

- 1.1.1. Ambition Institute is a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you.
- 1.1.2. You are being shown a copy of this privacy notice because you are applying to work with us. It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for. It provides you with certain information that must be provided under the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018.

### 1.2. Roles and Responsibilities

- 1.2.1. We use Pinpoint, an online application provided by Pinpoint Software Limited, to assist with our recruitment process. We use Pinpoint to process personal information as a data processor on our behalf. Pinpoint is only entitled to process your personal data in accordance with our instructions.
- 1.2.2. Where you apply for a job opening posted by us, these Privacy Notice provisions will apply to our processing of your personal information in addition to our other Privacy Notices which may have been provided to you separately or is available on our website.
- 1.2.3. Where you apply for a job opening via the application function on a job site or similar online service provider (“Partner”), you should note that the relevant Partner may retain your personal data and may also collect data from us in respect of the progress of your application. Any use by the Partner of your data will be in accordance with the Partner’s Privacy Notice.

## Section 2: Policy and Procedure

### 2.1. Data protection principles

- 2.1.1. We will comply with data protection law and principles, which means that your data will be:
  - > Used lawfully, fairly and in a transparent way.
  - > Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
  - > Relevant to the purposes we have told you about and limited only to those purposes.
  - > Accurate and kept up to date.
  - > Kept only as long as necessary for the purposes we have told you about.
  - > Kept securely.

## **2.2. The kind of information we collect about you**

2.2.1. In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you:

- > The information you have provided to us in your curriculum vitae (CV) and covering letter (if applicable to the role).
- > The information that you provide when you apply through our online portal.
- > The information you have provided through our recruitment process including name, title, address, telephone number, personal email address, date of birth, gender, qualifications, experience, information relating to your employment history, skills experience that you provide to us.
- > Any information you provide to us during an interview.
- > A record of your progress through any hiring process that we may conduct.

## **2.3. Personal information**

2.3.1. We collect personal information about candidates from the following sources:

- > You, the candidate.
- > The recruitment agency, if applicable to your role.
- > We may receive your personal data from a third party who recommends you as a candidate for a specific job opening or for our business more generally.
- > Your named referees, from whom we collect the following categories of data: confirmation of employment, performance at previous employment including any disciplinary record.
- > Pinpoint provides us with the facility to link the data you provide to us, with other publicly available information about you that you have published on the internet, which may include sources such as LinkedIn and other social media resources.
- > Pinpoint's technology allows us to search various databases, some publicly available, which may include your personal data to find possible candidates to fill our job vacancies.

## **2.4. How we will use information we collect about you**

2.4.1. We rely on legitimate interest as the lawful basis on which we collect and use your personal data when you apply for a role with us. Our legitimate interests are the recruitment of staff for our organisation.

2.4.2. Once we have reviewed the applications and if you meet the requirements of the job description, the processing we do is necessary in order to take steps prior to entering into a contract of employment with you (or a consultancy agreement, as applicable).

## **2.5. Purposes of processing**

2.5.1. We will use the personal information we collect about you to:

- > Consider your application in respect of a role for which you have applied.
- > Consider your application in respect of other roles.
- > Assess your skills, qualifications, and suitability compared to other candidates.
- > Carry out background and reference checks, where applicable.
- > Communicate with you about the recruitment process.
- > Enhance any information that we receive from you with information obtained from third party data providers.
- > Find appropriate candidates to fill our job openings.
- > Keep records related to our hiring processes.
- > Comply with legal or regulatory requirements.
- > Consider your application for future opportunities.

2.5.2. Having received your CV and any other related documentation, we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to invite you for an interview. If we decide to call you for an interview, we will use the information you provide to us at the interview to decide whether to offer you the role. If we ask you to undertake any other form of assessment relevant to the vacancy, we will also use that in determining whether to make you an offer. If we decide to offer you the role, we will then take up references and carry out any necessary third-party background checks before confirming your appointment.

## **2.6. If you fail to provide personal information**

2.6.1. 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. The recruitment process will terminate.

## **2.7. How we use special category personal information**

2.7.1. Some personal data is regarded as more sensitive and is classified as “Special Category” Personal Data. Access to this data will be restricted to the HR Team and if appropriate with the hiring manager during the recruitment process. We will use your Special Category Personal Data in the following ways:

- > We will process information relating to health or any disability status to consider whether we need to provide appropriate adjustments during the recruitment and onboarding process.
- > We may process information relating to criminal convictions including oversight of your DBS Certificate, only if there is a legal requirement to do so.

## **2.8. Information about criminal convictions**

2.8.1. We will expect you to provide us with details of any unspent criminal convictions during the recruitment process. If your role requires a DBS certificate, we will explain to you how this should be obtained.

## **2.9. Automated decision making**

2.9.1. We may use Pinpoint's technology to help us select appropriate candidates for us to consider based on criteria we have identified. The process of finding suitable candidates is automated, however, any decision as to who we will engage to fill the job opening will be made by our team.

## **2.10. Data sharing**

2.10.1. We will share your information with our third-party service providers as required, including Pinpoint, who will use it only in accordance with our instructions and as otherwise required by data protection laws. These service providers may include recruitment agencies and third parties involved in pre-employment checks.

## **2.11. Data security**

2.11.1. We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used, or accessed in an unauthorised way, altered, or disclosed. In addition, we limit access to your personal information to those employees, contractors and other third parties who have an organisational need-to-know. They will only process your personal information on our instructions, and they are subject to a duty of confidentiality.

2.11.2. We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

2.11.3. Unfortunately, the transmission of information via the Internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted through any online means, therefore any transmission remains at your own risk.

## **2.12. Where we store your personal data**

2.12.1. The data that we collect from you and process using Pinpoint's Services will be transferred to and stored at one of several datacentre locations in Amsterdam (Netherlands) and may be synchronised to one of several datacentre locations in London (United Kingdom) for backup and redundancy purposes.

## **2.13. Data retention**

2.13.1. If you are unsuccessful, we will retain your personal information for a period of six months after we have communicated to you our decision about whether to appoint you to the role.

2.13.2. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way.

2.13.3. During this time, we may consider your personal information for further opportunities that may arise in the future. If you do not wish us to retain your information for this purpose, please let us know. After this period, we will securely destroy your personal information in accordance with our data retention policy.

2.13.4. If you are appointed to the role, we will retain the information during the term of your employment to ensure that we have an accurate record of your skills and experience.

## **2.14. Your rights in connection with personal information**

2.14.1. Under certain circumstances, by law you have the right to:

- > Request access to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- > Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- > Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- > Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- > Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- > Request the transfer of your personal information to another party.

2.14.2. If you want to review, verify, correct, or request the erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please email [dataprotection@ambition.org.uk](mailto:dataprotection@ambition.org.uk)

## **2.15. Right to withdraw consent**

2.15.1. When you applied for this role, you provided consent to us processing your personal information for the purposes of the recruitment exercise. You have the right to withdraw your consent for processing for that purpose at any time. To withdraw your consent, please email [dataprotection@ambition.org.uk](mailto:dataprotection@ambition.org.uk)

2.15.2. Once we have received notification that you have withdrawn your consent, we will no longer process your application and, subject to our retention policy, we will dispose of your personal data securely.



## **2.16. How to complain**

- 2.16.1. We hope that we can resolve any query or concern you raise about our use of your information. If you have a complaint you would like to raise, please contact us at [dataprotection@ambition.org.uk](mailto:dataprotection@ambition.org.uk)
- 2.16.2. The UK GDPR gives you the right to lodge a complaint with a supervisory authority, in the European Union (or European Economic Area) state where you work, normally live or where any alleged infringement of data protection laws occurred.
- 2.16.3. The supervisory authority in the UK is the Information Commissioner who may be contacted at <http://ico.org.uk/concerns/> or telephone: +44 303-123-1113.

## **2.17. Contact**

- 2.17.1. All questions, comments and requests regarding this Recruitment Privacy Notice should be addressed to [HR@ambition.org.uk](mailto:HR@ambition.org.uk)

### Section 3: Version Control

3.1.1. All Ambition policies are regularly reviewed by the Policy Owner. Feedback from employees and relevant stakeholders will be considered during the review process, and revisions will be made as necessary to reflect changes in laws, regulations, or company practices.

Version	Issue/release date	Summary of changes	Approver
1	February 2024	New Policy	Chief Financial Officer