

WHAT DATA DO WE COLLECT (AND WHY) FROM OUR TUTORS AND TEAM MEMBERS?

Personal Information (Special Category Personal Information)	
Application Forms and CVs	
Personal details on Application Form and CV	Essential to ensure safe recruitment. Application Forms are thorough and enables us to recruit effectively and knowledgably.
Pre-Recruitment Checks	
Checks on eligibility to work in the UK.	We collect data in accordance with HM Guidance on pre-employment checks. This involves the sighting of original documents such as passports. The data checked is noted securely on a our Tutor Record Database if the candidate is appointed.
DBS Checks and verification of original documents	When collect key identification details in accordance with DBS requirements. We do this in order to verify identity. All original certificates are given to the relevant tutor and remain in their personal possession. We record the numbers of cleared certificates, the level of check and date of check on the Tutor Record Database.
References	We ask for the details pertaining to two referees and request that the candidate confirms that they have the permission of the referees to pass on their details to us.
Ongoing Data	
Emergency Contacts	This enables us to contact your preferred family/friend member in the case of an emergency.
Training and CPD Information	We are required to keep a single central register of key training information that will be shared with partner schools. This includes DBS numbers, safeguarding training, first aid qualifications and other relevant training.