

Privacy Notice: Recruitment

Version Number	Date of Issue	Department	Owner
1.0	03/06/26	People, Strategy and Culture	Senior People Experience and Talent Manager

Introduction

At Workers' Educational Association ("WEA"), we are committed to protecting and respecting your privacy.

This notice explains how the WEA collects, uses, shares and retains your personal information and informs you about your choices regarding use, access and correction of your personal information. The WEA is committed to ensuring that any personal information it receives is secured and handled in accordance with the UK General Data Protection Regulation (GDPR), Data Protection Act (DPA) 2018 and Data Use and Access Act (DUAA) 2025.

Our notice applies to all applicants who apply for a role at the WEA. By giving WEA your information or by using our website you are confirming that you are agreeing to be bound by this notice.

Who collects my personal data?

Your personal data is collected in England and Scotland by the Workers' Educational Association (WEA), a charity registered in England and Wales (no. 1112775) and in Scotland (no. SC039239).

Address: WEA, First Floor, Coach Works, 21 The Calls, Leeds, LS2 7EH
Website: www.wea.org.uk
Telephone: 0300 303 3464

The WEA is registered with the Information Commissioners Office (ICO) as a Data Controller under reference Z4686639. We have appointed a Data Protection Officer (DPO) to oversee our processing of personal information.

Contact details for the WEA Data Protection Officer

Email: dataprotection@wea.ac.uk

What personal data will the WEA collect?

The WEA will collect the following information about you:

- Name and contact details
- Information included in your application, such as your work experience and education history
- Whether you are applying under a recruitment scheme, such as the Disability Confident scheme

- Information you have provided in relation to any reasonable adjustments you may need as part of the recruitment process
- Information used to assess your suitability for the position you have applied for, such as interview notes or test results
- Information provided by any external recruitment consultants engaged by us

If we make a conditional employment offer which you accept, we will collect the following additional information in order to conduct our pre-employment checks. This information is to confirm your identity and right to work in the United Kingdom, as well as to seek assurance as to your trustworthiness, integrity and reliability:

- evidence of your identity and right to work in the UK
- references from your previous employers
- evidence of your educational attainments
- If the role requires one, we will invite you to complete an application for a Basic Criminal Record check via the Disclosure and Barring Services, if you live in England, and via the Protecting Vulnerable Groups (PVG) Scheme managed by Disclosure Scotland, if you live in Scotland, which will verify your declaration of unspent conviction. If you pass your pre-employment checks, we will collect the following information about you to finalise your contract and create your employee record:
 - date of birth
 - sex
 - national insurance number
 - bank account details
 - emergency contact details
 - next of kin details
 - Equal opportunities monitoring information
 - We will collect information about your employment history, any relevant benefits or pensions you receive, and any student loans you have, to report this information to His Majesty's Revenue and Customs per our legal obligations.

What does the WEA use my personal data for?

The WEA collects and processes your personal data for the following purposes:

- To assess your suitability for a role you have applied for.
- To conduct interviews (if applicable)
- To carry out pre-employment checks, prior to issuing a final offer of employment (if applicable)
- To facilitate the new starter onboarding process (if applicable)

- To confirm your identity and right to work in the United Kingdom.

How do we manage your personal information?

Processing of your personal information will be undertaken in accordance with the principles of the Data Protection Act 2018, UK General Data Protection Regulation, and the Data use and access act 2025

Access to information is restricted to authorised individuals on a strictly need to know basis. We will treat your personal information fairly and lawfully. We will ensure that information is:

- Processed for a specific purpose.
- Kept up to date, relevant and not excessive.
- Not kept any longer than necessary.
- Kept secure.

What are the lawful bases for processing information?

Contract

The lawful basis for processing your personal data is for the performance of a contract. Processing your data is necessary to process your application as part of our recruitment process.

Employment, social security and social protection law

The condition for processing special category data is for carrying out obligations and exercising specific rights under Employment, social security and social protection law.

Who does the WEA share my personal data with?

When necessary or required we may share your personal information as follows:

- **Internal colleagues and decision-makers**
Hiring managers, PSC team, and others involved in assessing applications and making recruitment decisions.
- **Third-party service providers**
IT and systems providers (iTrent)
Background check providers (e.g. DBS checks where required)
- **Professional advisers**
Including legal, audit, or recruitment consultancy services where needed.
- **Regulatory or statutory bodies**
Government departments

Safeguarding authorities
Funding bodies or auditors

- **Referees**

If you progress in the recruitment process and references are requested.

- **Other organisations where required by law**

For example, if disclosure is necessary to comply with legal obligations or protect rights and safety.

International transfers of data

Your data may be transferred internationally. If your data is transferred, WEA will legally safeguard your personal data by:

- Transferring to the EEA countries
- Transferring to the United States under the UK Extension to the EU-US Data Privacy Framework
- Transferring under the “EU Model Clauses” agreement with the importing party.

Owing to the global nature of the Internet infrastructure, the information you provide may be transferred in transit to countries outside the European Economic Area that do not have similar protections in place regarding the protection of your personal data. Where this is the case, end-to-end encryption will be employed to transmit the data securely.

How long is personal data kept?

The WEA will keep your personal information for a period of six months following an unsuccessful application. If you are successful in securing employment with the WEA your personal data will become subject to our Employee Privacy Notice.

Does the WEA use automated decision making?

The WEA does not use automated means to make decisions that affect you.

What rights do I have about my personal data and how it is used?

You have rights under Data Protection legislation regarding the information WEA processes about you:

1. The right to be informed – to be informed why, where, and how we use your information.

2. The right of access – to access personal information we hold about you.
3. The right to rectification – to ask for your information to be corrected if inaccurate or incomplete.
4. The right to erasure – to ask for your information to be deleted or removed if there is no need for us to continue processing it.
5. The right to restrict processing – to ask us to restrict the use of your personal information.
6. The right to portability – to ask us to copy information from one system to another.
7. The right to object – to object to how your information is used.
8. Rights in relation to automated decision making – to challenge any decisions made without human intervention.
9. The right to lodge complaint to the Information Commissioners Office, contact details are below.
10. If our processing based upon your consent – to withdraw your consent.

How do I exercise my rights?

To exercise your rights under the General Data Protection Regulation, please send your request by email to dataprotection@wea.ac.uk

How do I complain?

If you are unhappy with the way the WEA has handled your personal data and you would like to make a complaint, please contact our Data Protection Officer.

Email: dataprotection@wea.ac.uk

If you don't feel that the WEA has responded to your complaint in a satisfactory manner, you can then raise concerns about the processing of your personal data with the information Commissioner's Officer (ICO). Please see <https://ico.org.uk/make-a-complaint/> or call the ICO on 0303 123 1113