



THE LINK TRAINING ACADEMY

RECRUITMENT PRIVACY NOTICE

2026-2027

1. Purpose

The Link Training Academy is committed to protecting the privacy and security of personal information.

This Recruitment Privacy Notice explains how we collect, use, store and protect personal information relating to applicants applying for employment, consultancy, voluntary or associate positions with The Link Training Academy.

2. Data Controller

The Link Training Academy is the Data Controller responsible for processing personal information collected during recruitment activities.

Address:

The Link Training Academy
21 St Johns Road
Huddersfield
HD1 5BW

Telephone:

01484 705762

Email:

hello@thelinktraining.org

Data Protection Lead:

Ben Lodge

ben@thelinktraining.org

3. Information We Collect

During the recruitment process we may collect:

Personal Information

- Name
- Address
- Telephone number
- Email address
- Date of birth (where required)
- Employment history
- Qualifications and professional memberships
- Skills and experience

Recruitment Information

- Curriculum Vitae (CV)
- Application forms
- Cover letters
- Interview notes
- Assessment results
- References

Pre-Employment Checks

Where appropriate, we may collect information relating to:

- Right to work in the UK
- Professional qualifications
- Employment history verification
- Disclosure and Barring Service (DBS) checks
- Identity verification

Special Category Data

Where relevant and permitted by law, we may process:

- Health information
- Disability information

- Equality monitoring information

This information is collected only where necessary and handled confidentially.

4. Why We Collect Information

We use recruitment information to:

- Assess suitability for employment or engagement.
 - Shortlist applicants.
 - Arrange interviews and assessments.
 - Verify qualifications and experience.
 - Obtain references.
 - Complete pre-employment checks.
 - Meet safeguarding obligations.
 - Meet legal and regulatory requirements.
 - Support equality, diversity and inclusion monitoring.
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5. Lawful Basis for Processing

We process recruitment information under one or more of the following lawful bases:

Legitimate Interests

To manage recruitment activities and assess suitability for roles.

Contract

Where processing is necessary before entering into an employment or contractual relationship.

Legal Obligation

Including:

- Employment law requirements.
- Safeguarding requirements.
- Right to work checks.
- Equality legislation.

Special Category Conditions

Where special category data is processed, this will be undertaken in accordance with UK GDPR and Data Protection Act 2018 requirements.

6. Who We May Share Information With

Recruitment information may be shared with:

- Recruitment panel members.
- Referees.
- Disclosure and Barring Service (DBS).
- Professional qualification verification services.
- Regulatory authorities where required by law.
- Professional advisers.

Information will only be shared where there is a lawful reason to do so.

7. Safeguarding and Safer Recruitment

The Link Training Academy is committed to safeguarding children, young people and adults at risk.

Where roles involve regulated activity or working with learners, safer recruitment processes will apply.

These may include:

- Enhanced DBS checks.
 - Barred list checks where appropriate.
 - Employment history verification.
 - Reference checks.
 - Online searches where relevant and proportionate.
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8. Retention of Information

Successful Applicants

Recruitment information will become part of the employee or associate personnel record and will be retained in accordance with organisational retention schedules.

Unsuccessful Applicants

Recruitment records will normally be retained for up to six months following completion of the recruitment process and then securely deleted unless a longer retention period is required by law or agreed with the applicant.

9. Your Rights

Under UK GDPR, individuals have the right to:

- Be informed about how their data is used.
- Access their personal information.
- Request correction of inaccurate information.
- Request deletion of information where appropriate.
- Restrict processing in certain circumstances.
- Object to processing in certain circumstances.

Some rights may be restricted where legal obligations apply.

10. Data Security

The Academy implements appropriate technical and organisational measures to protect recruitment information.

This includes:

- Secure electronic storage.
 - Access controls.
 - Password protection.
 - Staff confidentiality obligations.
 - Secure disposal arrangements.
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11. Complaints

If you have concerns about how your personal information has been handled, please contact:

Data Protection Lead

Ben Lodge

ben@thelinktraining.org

If you remain dissatisfied, you may complain to:

Information Commissioner's Office (ICO)

<https://www.ico.org.uk>

Telephone: 0303 123 1113

12. Review

This Recruitment Privacy Notice will be reviewed annually or sooner if legal, regulatory or organisational changes require updates.

Version: V1 2026-2027

Owner: Directors

Responsible Lead: Data Protection Lead

Approved By: Board of Directors

Review Date: August 2027