APPLICANT INFORMATION

Recruitment Privacy Notice

How the Marr-Munning Trust uses personal information during recruitment

At a glance

We use applicant information only to run recruitment and complete necessary pre-employment checks. Applications are assessed by people, access is limited, and reasonable-adjustment information is kept separate from scored application material wherever possible.

Data controller	Marr-Munning Trust
Postal address	9 Madeley Road, London W5 2LA
Privacy and recruitment email	recruitment@marrmunningtrust.org.uk
Notice version	21 November 2026

1. Who we are

The Marr-Munning Trust is the data controller for personal information used during recruitment. This means the Trust decides why and how applicant information is used.

2. Information we collect

We may collect and use the following information:

- Your name, email address and telephone number.
- Your CV, employment and experience history, application answers and any information you choose to include.
- Information about preferred working days and your answers about working arrangements, location, evening meetings and right to work.
- Recruitment correspondence, Save and Resume status, submission date and form-entry information.
- Shortlisting scores, interview notes, decision records and feedback where recorded.
- Information you choose to provide when requesting a reasonable adjustment or an alternative accessible format. We do not ask you to provide medical or diagnostic information in the application form.
- For the preferred candidate, references, proof of right to work and other necessary pre-employment information.
- Optional information about how you heard about the vacancy.

Please do not include unnecessary sensitive personal information in your CV or application answers. We do not intend to collect criminal-offence information for this role unless a lawful and necessary requirement is identified.

3. Where the information comes from

Most information comes directly from you through the online application form, your CV, correspondence and interview. If you reach the appropriate stage, we may obtain information from referees you provide and through official right-to-work checks. We will normally tell you before contacting referees.

4. How and why we use your information

Purpose	How we use the information
Manage applications	Receive applications, acknowledge submissions, support Save and Resume, communicate with applicants and manage the recruitment timetable.

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Assess suitability	Review relevant experience and answers, shortlist applicants, conduct interviews and make recruitment decisions.
Arrange adjustments	Identify and arrange reasonable support or an alternative accessible format during recruitment.
Pre-employment checks	For the preferred candidate, obtain references and verify the right to work before employment begins.
Complete the process	Maintain the minimum information needed to administer and complete recruitment, record decisions and respond appropriately to recruitment-related queries.
Improve recruitment	Review anonymous or non-identifying statistics about the recruitment process and advertising routes.

5. Our lawful bases

We do not rely on consent simply to receive and assess a job application.

For the ordinary administration and assessment of applications, we rely on our **legitimate interests** in running a fair, effective and proportionate recruitment process and selecting a suitable person for the role. This includes receiving applications, assessing relevant experience and answers, communicating with applicants, shortlisting candidates, conducting interviews and making the recruitment decision. Applicants provide their information specifically to apply for the role, and we use it only as reasonably necessary for that recruitment process.

We may also rely on:

- Steps before entering into a contract, where processing is needed at your request in connection with a possible employment contract, particularly at offer and pre-employment stages.
- Legal obligation, where processing is needed to meet a legal responsibility, including verifying the successful candidate's right to work and meeting applicable equality obligations.
- Consent, only where an activity is genuinely optional and consent is an appropriate lawful basis. You may withdraw consent without affecting processing that took place before withdrawal.

Health and other special-category information. Where we need health information to arrange a reasonable adjustment or meet employment or equality obligations, our Article 6 basis is legal obligation and our Article 9 condition is employment, social security and social protection law (Article 9(2)(b)), supported where applicable by Schedule 1, Part 1 of the Data Protection Act 2018. We will document any additional requirement before processing. Adjustment information will not be used to score your suitability for the role.

6. What you need to provide

Required fields are needed to administer and assess your application. If you do not provide them, we may be unable to progress your application. Optional fields are identified as such. You do not need to provide medical or diagnostic information when requesting a reasonable adjustment or an alternative accessible format.

7. Who we share information with

Recruitment information may be shared with:

- Staff and Trustees who need it to administer the process, shortlist applicants or conduct interviews.
- Website hosting, WordPress, WPForms, Microsoft 365, email, IT support, backup and secure-storage providers where necessary to operate and protect recruitment.
- Referees you nominate and official services used for right-to-work checks at the appropriate stage.
- Professional advisers, regulators, courts or law-enforcement bodies where disclosure is necessary and lawful.

Application content will not be shared with other applicants. Information about reasonable adjustments will be kept separate from scored application material wherever possible and shared only with people who need it to arrange the process.

8. Where information is stored and international transfers

Application entries and uploaded CVs are stored in the Trust's WordPress environment. Recruitment emails and working documents may also be held in the Trust's Microsoft 365 environment. Paid WPForms installations store form entries in the WordPress database; the Trust has configured notifications so detailed application answers and CV files are not attached to ordinary notification emails.

Microsoft provides data-location commitments for core Microsoft 365 services where the tenant's default geography is the United Kingdom. Microsoft and other suppliers may nevertheless process information, or permit authorised support access, from outside the UK under their contractual terms and safeguards.

Where recruitment information is transferred or made accessible outside the UK, the Trust will use a lawful transfer mechanism, such as UK adequacy regulations or appropriate contractual safeguards, including the UK International Data Transfer Agreement or UK Addendum where applicable. Hosting, backup and support locations can change, so supplier terms and data-processing arrangements are reviewed.

9. How long we keep information

Record	Retention approach
Incomplete Save and Resume drafts	Deleted 30 days after the application closing date.
Unsuccessful applications and recruitment records	Deleted three months after the appointment decision, once recruitment and immediate follow-up have concluded.
Active query, complaint or legal/regulatory requirement	Only the particular information needed is retained until the matter is resolved, then deleted in line with the decision.
Successful candidate	Only information genuinely required for the employment record is transferred. Unnecessary recruitment duplicates are deleted.
Future vacancies	Not retained for future vacancies unless you make a separate optional choice after receiving clear information about the purpose and period.
Anonymous statistics	May be retained where applicants are no longer identifiable.

10. Keeping your information secure

We use proportionate technical and organisational measures to protect recruitment information. Access is restricted to authorised people and relevant service providers. We avoid placing CVs and detailed answers in ordinary notification emails, use job-related assessment criteria, and keep reasonable-adjustment information separate from scored applications wherever possible.

11. Automated decision-making and AI

We do not use solely automated decision-making to decide whether applicants progress. Applications are assessed by people. We will review our lawful basis, safeguards and this notice before introducing automated ranking, profiling or AI screening.

12. Your data protection rights

Depending on the circumstances, you may have rights to:

- access personal information we hold about you;
- correct inaccurate or incomplete information;
- request deletion or restriction of processing;
- object to processing based on legitimate interests;
- receive information in a portable format in some circumstances; and
- withdraw consent where processing actually relies on consent.

Not every right applies in every circumstance. To exercise a right or ask a privacy question, email recruitment@marrmunningtrust.org.uk or write to Marr-Munning Trust, 9 Madeley Road, London W5 2LA.

You also have the right to complain to the Information Commissioner's Office (ICO). We encourage you to contact us first so that we can try to resolve the matter. ICO website: ico.org.uk/make-a-complaint/

13. Changes to this notice

We will review this notice when our recruitment process, systems, suppliers or applicable law changes. If we plan to use recruitment information for a new purpose, we will provide updated information before that use begins where required.

Questions about this notice?

Email recruitment@marrmunningtrust.org.uk or write to Marr-Munning Trust, 9 Madeley Road, London W5 2LA.