



Recruitment and Job Applicant Privacy Notice

ELITE TUITION CENTRE LIMITED

Effective from 18 September 2026

Company number	13550993
Registered office	2 Cannon Hill Road, Birmingham, England, B12 9NN
Additional centre	465 Coventry Road, Small Heath, Birmingham, B10 0TJ
Website	https://elitetuitioncentre.org.uk/
Careers page	https://elitetuitioncentre.org.uk/careers/
Email	info@elitetuitioncentre.org.uk
Telephone	0121 769 3292

Purpose. This notice explains how we collect, use, share and retain personal information about job applicants, prospective tutors, employees, workers, contractors and volunteers during recruitment and pre-employment checks.

1 Who we are and scope

Elite Tuition Centre Limited is the data controller responsible for the applicant information described in this notice. It applies whether an application is submitted through the Zoho careers application form, by email or directly to the centre.

It covers recruitment from vacancy advertising and enquiries through application, shortlisting, assessment, interview, conditional offer, vetting and appointment. A successful applicant will receive or be directed to the relevant staff, worker or contractor privacy information for ongoing engagement.

2 Information we collect

We collect only information reasonably required for recruitment, selection, safeguarding, legal compliance and workforce administration. The information collected depends on the role and stage of recruitment.

Category	Examples
Identity and contact	Name, title, address, email, telephone, date of birth where required and identity documents.
Application and career	CV, application answers, employment history, education, qualifications, professional memberships, skills and availability.
Selection information	Interview notes, assessments, lesson demonstrations, scoring, communications, preferences and recruitment decisions.
Referees and checks	Referee details and responses, employment verification, right-to-work evidence, qualification checks and DBS information where lawful.
Role administration	Proposed terms, pay expectations, working pattern, location, conflicts, driving information where relevant and start-date details.
Technical and source data	Application source, form submission details, correspondence records and limited technical data generated by our website or systems.

3 Special category and criminal offence information

Recruitment may involve information about health, disability, reasonable adjustments, racial or ethnic origin, religion, sexual orientation or other equality characteristics. We will limit access and use it only where necessary and lawful, for example to make adjustments, assess fitness for a role where legally permitted, monitor equality using separated or anonymised data, or meet employment and social-protection obligations.

For roles involving children or adults at risk, we may process criminal-conviction, caution, barred-list and DBS information where the role and law permit or require it. We will request only the appropriate level of check, apply the Rehabilitation of Offenders Act framework and maintain the required safeguards and policy documentation.

4 How we obtain information

- Directly from applicants through the Zoho careers application form, email, CVs, interviews, assessments and correspondence.
- From referees, former employers, educational or professional bodies and identity or right-to-work evidence supplied by the applicant.
- From the Disclosure and Barring Service, an authorised umbrella body, the DBS Update Service or overseas authorities where a lawful and role-appropriate check applies.

- From publicly available professional or online sources where a proportionate check is justified and the applicant has been informed.
- From recruitment personnel, interviewers, tutors or managers who participate in the selection process.

5 Why we use applicant information

- To receive applications, communicate with candidates and administer the recruitment exercise.
- To assess skills, qualifications, experience, suitability, availability and ability to perform the role.
- To arrange interviews, assessments, lesson demonstrations and reasonable adjustments.
- To verify information, obtain references and prevent fraud or material misrepresentation.
- To protect students and support safer recruitment, including appropriate DBS and safeguarding checks.
- To establish proposed terms and take steps needed before entering an employment, worker, contractor or volunteer arrangement.
- To meet legal duties, respond to claims, demonstrate fair recruitment and improve recruitment processes.

6 Lawful bases

We normally rely on one or more of the following UK GDPR lawful bases: taking steps at the applicant's request before entering a contract; compliance with a legal obligation; and our legitimate interests in recruiting suitable people, operating safely, keeping proportionate recruitment records and defending legal claims.

Where consent is genuinely optional and appropriate, such as retaining details for a distinct future vacancy, we will ask separately and explain how it may be withdrawn. We do not generally rely on consent for processing that is necessary to assess an application or meet employment and safeguarding obligations.

Special category information is processed only where an Article 9 condition applies, including employment and social-protection law, substantial public interest, legal claims, occupational health or explicit consent where genuinely appropriate. Criminal-offence information is processed only with official authority or a condition under the Data Protection Act 2018 and appropriate safeguards.

7 Zoho forms and recruitment systems

Applications submitted through the careers page are collected using a Zoho form and may be transferred into the centre's Zoho recruitment or CRM records. Automated confirmation emails and internal notifications may be generated. Zoho and related service providers process information for us under their contractual and security arrangements.

Applicants should not submit unnecessary sensitive information in a CV or free-text field. Documents should be accurate, relevant to the role and free from personal information about other people unless there is a proper reason to include it.

8 Shortlisting interviews and assessments

Recruitment staff and relevant decision-makers may review the application, score stated criteria, conduct interviews and record reasons for decisions. For teaching roles, an assessment may include a lesson plan, subject test, presentation or observed teaching activity with suitable safeguarding arrangements.

Selection decisions will not be based unlawfully on protected characteristics. Information about reasonable adjustments will be shared only with people who need it to make the process accessible. Equality-monitoring information, if collected, should normally be separated from selection decisions.

9 References employment history and qualifications

We may verify employment history, reasons for leaving, gaps, qualifications, professional status and other material application information. References will normally be sought at the appropriate stage and with the applicant's knowledge, unless a lawful and fair exception applies.

Referees should provide factual, relevant information. We may contact an applicant if information is incomplete or inconsistent and will give a reasonable opportunity to explain material concerns before making an adverse decision where fairness requires it.

10 Identity and right to work

Before employment begins, we will check identity and the right to work in the UK using documents, a share code, the Home Office service or an authorised identity provider as permitted. Checks will be applied consistently and without unlawful nationality or race discrimination.

Required evidence and a record of the check will be retained for the period required by immigration law. Current government guidance generally requires right-to-work copies to be kept throughout employment and for two years after employment ends.

11 DBS safeguarding and overseas checks

We will request a DBS check only where the role is eligible, at the appropriate level. The level will be determined by the activities of the role, not simply by job title. A DBS check has no official expiry date, so we may also consider role changes, time elapsed and use of the Update Service.

A criminal record will not automatically prevent appointment. Information will be assessed fairly against the role, safeguarding risk, relevance, seriousness, circumstances, time elapsed and applicable law. Where an applicant has lived or worked overseas, additional evidence may be requested because a DBS check may not cover that period.

We will not retain a DBS certificate or detailed disclosure information for longer than necessary. We may retain a limited record of the check, date, level, decision and authorised person where permitted. The centre should maintain an appropriate policy on recruiting people with criminal records.

12 Online and social media checks

We may review publicly available online or social-media information only where the check is necessary, relevant and proportionate to the role or a specific recruitment risk. It will not be routine curiosity or an attempt to obtain private information by deception.

Applicants will be informed when such a check is planned. Wherever practicable, it will occur at a later stage, use consistent criteria and be carried out by a person who can filter out irrelevant protected-characteristic information. Material that may affect a decision will be verified and the applicant given an opportunity to respond where appropriate.

We will not require passwords, demand access to private accounts or make decisions based on lawful personal activity unrelated to the role. Screenshots or notes will be retained only where necessary to document a relevant recruitment decision.

13 Sharing applicant information

Applicant information may be shared on a need-to-know basis with directors, managers, interviewers, authorised administrative staff and professional advisers. It may also be shared with Zoho and other IT, email, hosting or storage providers; referees; qualification or professional bodies; right-to-work or identity services; DBS or authorised checking bodies; occupational health providers; insurers; and public authorities where lawful.

We do not sell applicant information. A provider may process information outside the UK. Where restricted international transfers occur, we will use an applicable adequacy arrangement, contractual safeguard or another lawful transfer mechanism and consider relevant risks.

14 Automated decisions and artificial intelligence

The centre does not intend to make recruitment decisions based solely on automated processing that produces legal or similarly significant effects. Technology may assist with administration, organisation or scoring, but a suitably authorised person should review material recruitment decisions.

If this changes, affected applicants will receive the information and safeguards required by law, including meaningful information about the logic and a route to obtain human intervention or challenge the decision where applicable.

15 Retention and deletion

For an unsuccessful applicant, the core recruitment record will normally be retained for 12 months after the recruitment exercise ends or the final decision is communicated, whichever is later. This supports feedback, audit, equality monitoring, complaint handling and the establishment, exercise or defence of legal claims.

Some records may be kept for a shorter period because they are no longer needed, especially copies of identity documents, DBS certificates, health information or irrelevant working notes. Information may be kept longer where there is a complaint, threatened claim, safeguarding issue, legal hold or another documented lawful reason.

If the applicant is appointed, information needed for the working relationship will be transferred to the appropriate personnel record and retained under the staff retention schedule. We will ask separately before retaining an unsuccessful applicant's details for materially different future-vacancy purposes beyond the standard period.

Record	Normal approach
Unsuccessful application and decision record	12 months after the recruitment exercise ends or final decision, unless a documented exception applies.
Successful applicant information	Transfer relevant information to the personnel record; apply the staff retention schedule.
Right-to-work evidence	Keep for the legally required period, generally employment plus 2 years.
DBS certificate or detailed disclosure	Do not retain longer than necessary; retain only a limited check record where permitted.
Equality monitoring	Separate, restrict and anonymise or delete when identifiable information is no longer needed.

16 Security and accuracy

We use proportionate technical and organisational measures to protect applicant information, including access controls, secure accounts, appropriate permissions, confidentiality expectations, backups and deletion processes. No email or online system is completely risk-free, so applicants should use the designated application route and avoid sending unnecessary identity or sensitive documents.

Applicants should provide accurate information and tell us promptly if it changes. We may correct obvious errors or ask for clarification. Recruitment records will distinguish factual information, applicant statements, assessment evidence and decision-maker opinion where reasonably possible.

17 Applicant rights

Depending on the circumstances, applicants may have rights to be informed, access their personal information, correct inaccurate information, request erasure or restriction, object to processing based on legitimate interests, obtain portable information and challenge certain automated decisions. These rights are not absolute and may be limited by exemptions, third-party rights, legal privilege, safeguarding needs or the need to retain evidence of a decision.

A request may be sent to info@elitetuitioncentre.org.uk. We may need to verify identity and clarify the request. Applicants may also complain to the Information Commissioner's Office at www.ico.org.uk if they remain dissatisfied with our handling of personal information.

18 Questions changes and review

Questions about this notice or recruitment privacy may be sent to the contact details on the cover page. A concern about the fairness or outcome of recruitment may also be considered under the Complaints Policy where appropriate.

We may update this notice when our recruitment process, systems, providers or legal obligations change. Material changes affecting an active recruitment process will be communicated in an appropriate way. This notice will be reviewed at least annually.

Applicant privacy summary

Topic	Summary
Controller	Elite Tuition Centre Limited, company number 13550993.
Application routes	Zoho careers form, email and direct applications.
Main purposes	Recruitment, selection, verification, safer recruitment, legal compliance and recordkeeping.
Main lawful bases	Pre-contract steps, legal obligation and legitimate interests; additional conditions for sensitive and criminal data.
Checks	Identity, right to work, references, employment history, qualifications, DBS and proportionate public online checks.
Unsuccessful applicant retention	Normally 12 months after the recruitment exercise ends or final decision.
Contact	info@elitetuitioncentre.org.uk or 0121 769 3292.
Regulator	Information Commissioner's Office, www.ico.org.uk .

Related documents. Privacy Notice; Safeguarding and Child Protection Policy; Complaints Policy; recruitment procedure; policy on recruiting people with criminal records; staff privacy information and records-retention schedule.

Review record. Effective 18 September 2026. Policy owner: Centre Manager or designated recruitment lead. Next scheduled review: September 2027, or sooner if required.

Legal note. This notice should be reviewed alongside the centre's actual Zoho configuration, processor contracts, recruitment forms, DBS arrangements and retention schedule before publication.