Recruitment Privacy Notice

OpenGate Education
Last updated: 24 September 2026

OpenGate Education respects the privacy of people who apply to work with us or send us their details to hear about future opportunities. This notice explains how we collect, use and protect your personal information during recruitment.

Who is responsible for your information?

Open Gate Education is the data controller for the recruitment information described in this notice.

You can contact us about this notice or your personal information at cbeglarbegi@ogeducation.co.uk

Who does this notice apply to?

This notice applies if you apply for an advertised role, send us your CV or an introduction about future opportunities, or are contacted by us about a potential role.

What information do we collect?

Depending on the stage of recruitment, we may collect:

- Your name, contact details and location.
- Your CV, employment history, qualifications, skills and professional memberships.
- Your application, introduction, interview answers and other information you choose to provide.
- Notes and decisions made during the selection process.
- References and information needed to check your suitability for a role, where appropriate.

- Information needed for safer recruitment and pre-employment checks, which may include identity, right to work and criminal record information where the role requires it.
- Information about adjustments you need during recruitment.

We may also collect optional equality monitoring information if we ask for it. Where possible, we keep this separate from selection decisions.

We usually receive information directly from you. At a later stage, we may also receive it from referees, recruitment agencies, qualification or professional bodies, and providers carrying out checks relevant to the role. We will tell you about checks before they take place.

How do we use your information?

We use recruitment information to:

- Respond to your enquiry or application.
- Assess your experience and suitability for a role.
- Arrange interviews and communicate with you.
- Make recruitment decisions and offers.
- Carry out relevant safer recruitment and pre-employment checks.
- Consider you for future opportunities if you have sent us your details for that purpose or agreed that we may retain them.
- Meet our legal obligations and respond to recruitment-related queries or claims.

We will not use your CV to send you general marketing.

Our lawful bases

For ordinary recruitment information, we rely on our legitimate interests in finding and selecting suitable people, taking steps you request before entering into an employment

contract, and compliance with legal obligations where applicable. Our legitimate interests also include considering people who have expressed interest in relevant upcoming roles.

Some information, such as health information shared so that we can arrange interview adjustments, needs additional protection under data protection law. We will only use it where an applicable legal condition permits us to do so. The same applies to criminal offence information collected for eligible roles as part of safer recruitment. We will limit access to this information and collect it only when needed.

Do you have to provide the information?

You do not have to send us a speculative CV. If you apply for a role, we need enough information to assess your application. If you do not provide information needed for a particular check or legal requirement, we may be unable to progress your application or confirm an appointment. We will explain what is required at the relevant stage.

Who can see your information?

Your information will be available to OpenGate staff involved in recruitment and, where necessary, to service providers who help us manage applications or carry out recruitment checks. We may share relevant information with referees, checking bodies or authorities where required for a role or by law.

We require service providers handling information on our behalf to protect it appropriately. We do not sell candidate information.

How long do we keep it?

If you send us your CV or an introduction to be considered for **future opportunities**, we will keep it for **up to six months** from the date we receive it, unless you ask us to remove it sooner. We may ask whether you would like us to keep it for a further period; otherwise, we will delete it when that period ends.

For applications to **advertised vacancies**, we keep recruitment records for **6 months** after the recruitment process ends, unless a longer period is needed for a specific legal reason. If you are appointed, relevant information will become part of your staff record and will be handled under our staff privacy notice.

We keep information gathered for pre-employment checks only for as long as needed for those checks and any applicable record-keeping requirements.

Where is your information stored?

We store recruitment information in restricted-access email and recruitment folders. We limit access to people who need it for recruitment.

Your rights

Depending on the circumstances, you may have the right to ask for a copy of your personal information, correct inaccurate information, request deletion or restriction of its use, or object to processing based on our legitimate interests.

You can object to our keeping your details for future opportunities at any time by contacting cbeglarbegi@ogeducation.co.uk. We will stop using them for that purpose and remove them, unless we need to retain particular information for a separate legal reason.

To exercise your rights or ask a question, contact us using the details above. You can also raise a concern with the Information Commissioner's Office at ico.org.uk.

Changes to this notice

We may update this notice if our recruitment process or use of personal information changes. The latest version will be available on our website.