

## Recruitment Processing Privacy Notice

Dated 01 August 2025

Data Controller: The English Sports Council (“Sport England”)

The English Sports Council (Sport England) is a non-departmental public body tasked with increasing participation in sport and physical activity in England. During our business operations we will come into control of personal data which we manage in accordance with UK GDPR.

As part of any recruitment process, Sport England collects and processes personal data relating to job applicants. Sport England is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

### Who will be processing your personal Data (Data Controller & Data Processors)?

Sport England is an ICO registered data controller with registration number **ZA208476**.

Sport England has contracted to provide the application tracking platform we use to manage parts of our recruitment process. Our current appointed Data Processor is ITS Software Systems Ltd (trading as Eploy) of Edwin Avenue, Hoo Farm Industrial Estate, Kidderminster, Worcs, DY11 7RA, registered with the Information Commissioners Office (ICO) **ZA248720**.

### What, How and Reason for Sport England collection of your information

Sport England collects a range of information which will include personal data about you. The personal data and information we collect and our lawful basis for processing is included below.

<b>Type of Information</b>	<b>How Collected</b>	<b>Purpose for Collection</b>	<b>Lawful Basis for Processing</b>
Your first and last name, address, email address, telephone number (Contact Details)	Via your submission to the application portal	To contact you to manage the recruitment process To manage any legal or regulatory obligation we may have to you	Public Task
Qualifications, skills, experience and employment history (Application Details)	Via documents you have submitted to the application portal, third party-previous employers	To determine suitability for employment	Public Task
Remuneration and benefit entitlements (Employee benefits Details)	Via documents you have submitted to the application portal, or you provide at interviews	To assess suitability for employment	Public Task
Race, ethnicity, health, sexual orientation or religion or belief	Information provided by you submitted to the application portal or Sport England	Government statistics	Explicit Consent
Previous unspent convictions	Information provided by you submitted to the application portal or Sport England	To assess suitability for relevant roles	Public Task
Health detail	Information provided by you submitted to the application portal or Sport England	To provide reasonable adjustments for access	Public task
Identification data in driver's licenses or passports	Information presented to security personnel at Sport England offices	To manage security and allow access at Sport England office addresses	Public Task
Passport or visa details (Right to Work Details)	Information provided by you submitted to the application portal or Sport England	To confirm applicant's right to work in the UK	Public Task

Where your special category data is being processed and Sport England relies on your explicit consent you will be given an opportunity to provide that consent before that type of personal data is collected.

For some locations, Sport England is obliged to seek information about criminal convictions and offences.

### **How is your personal data collected?**

Your personal data is collected;

- From you when you register on our recruitment platform, apply, attend our premises or engage with any of our staff during the recruitment exercise,
- From other third parties who may provide information to verify your identity or support your application such as previous employers, educational and training organisations or other government agencies or fraud agencies,
- From third-party social media platforms such as Linked-In

### **Automated decision-making**

Some of Sport England's recruitment processes are based solely on automated decision-making. This is limited to the automatic rejection of applicants who do not have the right to work in the European Union, or where an applicant does not possess the necessary professional qualification for a role.

### **Who has access to data?**

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

Sport England will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. Sport England will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

### **Restricted Transfers**

Sport England will not transfer your data outside the European Economic Area.

### **How does Sport England protect data?**

Sport England takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

### **For how long does Sport England keep data?**

If your application for employment is unsuccessful, Sport England will hold your data on file for 6 months from the date when you registered an account with us on this website. At the end of that period your data is anonymised, meaning it will no longer be able to identify you.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file [and retained during your employment in accordance with your file retention schedule]. The periods for which your data will be held will be provided to you in a new privacy notice.

### **Your rights**

As a data subject, you have several rights. You can:

- Access and obtain a copy of your data on request,

- Require Sport England to change incorrect or incomplete data,
- Require Sport England to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing and
- Object to the processing of your data where Sport England is relying on its legitimate interests as the legal ground for processing.

If you wish to make a data subject rights request you may use our [Webform](#) to access our OneTrust Privacy Portal or send an email to us at [DPO@sportengland.org](mailto:DPO@sportengland.org).

If you have any questions about this privacy statement or our privacy practices, please contact our DPO: [DPO@sportengland.org](mailto:DPO@sportengland.org)

If you have any complaints about Sport England's handling of your data subject rights you may use our internal [Complaints Procedure](#).

Additionally, to lodge a complaint about the handling of your personal data, or your rights request contact the Information Commissioner's Office ([www.ico.org.uk](http://www.ico.org.uk)): The Information Commissioner's Office ([www.ico.org.uk](http://www.ico.org.uk)), Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

### **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to Sport England during the recruitment process. However, if you do not provide the information, Sport England may not be able to process your application properly or at all.