TALENT ENGINEERING ACADEMY

Recruitment Data Protection and Privacy

PRACTICE WORKBOOK

Map personal information through recruitment and design practical controls for purpose, access, retention and requests.

PATHWAY	Recruitment AI, Data and Systems
LEVEL	Practitioner
EDITION	2026.09
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Free learning. Practical work. Better recruitment.

An education initiative by Vitae.

WORKBOOK GUIDE

Build something useful as you learn.

This workbook turns the course into a practical piece of work you can review, refine and adapt. Print it, annotate it digitally, or use the prompts in your preferred notes tool.

YOUR COURSE DELIVERABLE

A recruitment data inventory and handling checklist.

How to use this workbook

01 Work through the course lessons in order, then complete the matching workbook prompts.

02 Use fictional or properly authorised information. Do not add candidate or client confidential data.

03 Compare your decisions with the self-review guidance. Revise assumptions, gaps and unclear ownership.

04 Keep the finished workbook as evidence of your learning and as a starting point for real work.

BEFORE YOU START

Talent Engineering Fundamentals, or equivalent recruitment experience.

Course page: https://talentengineering.org/courses/recruitment-data-privacy

PART 1

Plan your course deliverable.

Use these planning pages to define what you are producing before you work through the lesson exercises. Return to them as your thinking develops.

WORKSHEET 01

Purpose and categories of information

Capture the evidence, decisions, assumptions, owners and next actions that make this section usable.

YOUR WORKING NOTES

WORKSHEET 02

Source, recipients and systems

Capture the evidence, decisions, assumptions, owners and next actions that make this section usable.

YOUR WORKING NOTES

WORKSHEET 03

Applicable basis and specialist review

Capture the evidence, decisions, assumptions, owners and next actions that make this section usable.

YOUR WORKING NOTES

WORKSHEET 04

Access, security and retention decisions

Capture the evidence, decisions, assumptions, owners and next actions that make this section usable.

YOUR WORKING NOTES

WORKSHEET 05

Transparency and rights-request route

Capture the evidence, decisions, assumptions, owners and next actions that make this section usable.

YOUR WORKING NOTES

WORKSHEET 06

Deletion, correction and vendor exit tests

Capture the evidence, decisions, assumptions, owners and next actions that make this section usable.

YOUR WORKING NOTES

PART 2

Apply each lesson.

Each exercise is designed to turn the lesson into evidence of practice. Complete the task, then use the guidance to challenge your first answer.

LESSON 01 / 04

Map information by purpose

YOUR PRACTICE TASK

Map five data categories across collection, use, sharing and storage for a fictional search.

YOUR RESPONSE

FICTIONAL WORKED EXAMPLE

A team discovers that interview recordings are copied into a general AI workspace even though the recruitment system has restricted access. The inventory includes that secondary copy and questions whether it is needed and approved.

SELF-REVIEW GUIDANCE

Name each purpose and recipient. Include shadow copies such as exports and transcripts. Mark unresolved legal-basis or role questions for the responsible privacy specialist rather than guessing.

LESSON 02 / 04

Minimise collection and control access

YOUR PRACTICE TASK

Design an access matrix for researcher, recruiter, interviewer, hiring manager and administrator.

YOUR RESPONSE

FICTIONAL WORKED EXAMPLE

A panel needs evidence for its assigned criteria, not every candidate message or an adjustment request’s private details. The pack contains the necessary assessment material and practical arrangements only.

SELF-REVIEW GUIDANCE

Explain the purpose of each permission and remove unnecessary access. Include how temporary access expires and who checks it. A job title alone should not grant unrestricted visibility.

LESSON 03 / 04

Plan transparency, retention and requests

YOUR PRACTICE TASK

Create a request-routing checklist and a retention-decision table with placeholders for approved periods.

YOUR RESPONSE

FICTIONAL WORKED EXAMPLE

A candidate correction must update the ATS and a shortlist already sent to a panel. The request workflow identifies both locations and confirms the correction, rather than changing only the visible profile.

SELF-REVIEW GUIDANCE

Use purpose, owner, trigger and affected systems. Do not invent a universal retention period. Include verification of downstream copies and an escalation path for disputed or complex requests.

LESSON 04 / 04

Check suppliers and test the controls

YOUR PRACTICE TASK

Write six supplier questions and a fictional deletion test with expected results.

YOUR RESPONSE

FICTIONAL WORKED EXAMPLE

A demo account offers a delete button but leaves data in exported evaluation files. The buyer asks for an end-to-end deletion procedure and tests it with synthetic records before approval.

SELF-REVIEW GUIDANCE

Include secondary copies, subprocessors, access, training use, retention and exit. Record what is evidenced versus merely asserted by the supplier and route unresolved issues to the accountable owner.

FINAL REVIEW

Strengthen the work before you use it.

Review the completed workbook as one connected piece of work. The strongest deliverables are internally consistent, explicit about limitations and clear about who decides what happens next.

- ☐ The work distinguishes facts, evidence, assumptions and open questions.
- ☐ Decisions have named owners, dates and review points.
- ☐ Measures connect to the outcome rather than activity alone.
- ☐ Risks, accessibility needs, privacy considerations and limitations are visible.
- ☐ The next action is specific enough for another person to follow.
- ☐ The finished deliverable can be explained in plain language.

FINAL CHANGES AND NEXT ACTIONS

FURTHER READING

Continue with trusted sources.

These sources support further study. A reference does not imply endorsement. Check the current official rules and obtain appropriate professional advice for real legal, financial or regulated decisions.

ICO: Recruitment and selection

UK guidance. Check its current status and updates before implementation.

https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/employment/recruitment-and-selection/

GOV.UK: Responsible AI in recruitment

UK guidance on procuring and deploying recruitment AI.

https://www.gov.uk/government/publications/responsible-ai-in-recruitment-guide/responsible-ai-in-recruitment

ABOUT THIS WORKBOOK

Original educational scenarios. Practical work is self-directed and is not independently assessed. Adapt any method to your context with appropriate review.

Talent Engineering Academy is an education initiative by Vitae.