



# **TRUST PRIVACY NOTICE APPLICANTS**

## **Privacy Notice (Job Applicants)**

Under data protection law, individuals have a right to be informed about how our Trust uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store, and use personal data about individuals applying for jobs within our Trust.

### **The categories of applicant information that we collect, process, hold and share include:**

- Name and address
- Email address and telephone number
- Date of birth
- Equal opportunities monitoring information
- Nationality and entitlement to work in the UK
- National insurance number
- Information about current salary and benefits
- Qualifications and skills
- Work experience, employment history, training records and professional memberships
- References
- Information in respect of criminal records
- Disability status to enable the Trust/School to make any reasonable adjustments throughout the recruitment process

We may also hold data about you that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service in respect of criminal offence data.

### **Why we collect and use this information**

The Trust and its schools' processes data relating to applicants in order to:

- Enable management of the recruitment process
- Facilitate safer recruitment by ensuring compliance with legal obligations
- Ensure compliance with legal obligations in relation to the right to work in the UK
- Ensure a candidate's suitability and establish relevant experience and qualifications
- Enter into an employment contract with successful appointees
- Enable ethnicity and disability monitoring
- Ensure reasonable adjustments can be made for those applicants who have a disability
- Ensure that the recruitment process is fair and non-discriminatory

## **The lawful basis on which we process this information**

You will be asked for your consent for the Trust/School to hold, process and share your personal data in relation to the recruitment process.

You are under no obligation to provide your consent. However, if you do not consent to the Trust/School holding, processing, and sharing your personal data during the recruitment process, the Trust/School may not be able to process your application.

In some cases, the Trust/School will need to process data to ensure that it is complying with its legal obligations. For example, the Trust/School must check an applicant's entitlement to work in the UK. Safer recruitment procedures in schools also require appropriate checks to be made on people who work with children. Where this is the case, the following legal basis will apply:

## **UK General Data Protection Regulation Article 6**

- Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering a contract.
- Processing is necessary for compliance with a legal obligation to which the controller is subject.

## **UK General Data Protection Regulation Article 9**

- Processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law as far as it is authorised by domestic law or a collective agreement pursuant to domestic law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.
- Processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

## **Collecting this information**

We collect this information in a variety of ways. For example:

- Application forms
- Passport or other identity documents
- Forms completed as part of the recruitment process.
- Correspondence
- Interviews, meetings, or other assessments as part of the recruitment process.

In accordance with the Trust/School's safer recruitment obligations, the Trust/School will also collect personal information about you from third parties. This will include obtaining references from your previous employer and from third parties such as the Disclosure and Barring Service (DBS) to ensure the relevant safeguarding checks are completed.

## **Storing this information**

We will only retain the data we collect for as long as is necessary to satisfy the purpose for which it has been collected.

If you are successful in being appointed, all personal data collected by the school will be processed and transferred to your personnel file.

If you are unsuccessful in your application, the school will retain your personal information for a period of six months after the end of the recruitment process.

## **Who we share this information with**

Your personal data may be shared internally with other members of staff involved in the recruitment process in order for them to perform their roles. This can include members of the Trust Executive Team, School senior leadership teams, governors, trustees, and our HR provider.

We may also share your personal data with third parties. This can include when obtaining background checks as part of safer recruitment guidelines, pre-employment references and criminal records checks from the DBS.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, please contact the School Business Lead at the individual school or Chief Financial and Operation Officer at the Trust.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased, or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns>

## **Contact**

If you would like to discuss anything in this privacy notice or have concerns about our use of your data, please contact: The Trust Data Protection Officer at: [dpocfat@excathedra.solutions](mailto:dpocfat@excathedra.solutions)

Or by post to Data Protection Officer, c/o, Wilbury Primary School, Wilbury Way, London N18 1DE

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