Privacy Notice

How the Advance Learning Partnership uses prospective employees’ information.

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| **What categories of information are processed?** |
| The categories of personal information that we process include the following:   * Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process). * Characteristics information – e.g. gender, age, ethnicity. * Qualifications and, where relevant, the subjects taught.   **We will collect store and use the following "special categories" of more sensitive personal information:**   * Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions. * Information about your health, including any medical condition, health and sickness records.   Information about criminal convictions/allegations and offences |
| **Why do we collect and use your information?** |
| We collect and use your information for the following reasons:   * To inform the development of recruitment and retention policies. * To facilitate safer recruitment. * To review our recruitment performance. * Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards. |
| **How do we collect your information?** |
| We collect your personal information via the following methods:   * Application forms. * CVs, Letter of Application. * DCCR Form.   Data relating to prospective employees is essential for the school’s operational use. Whilst most of the information you provide us is mandatory, some of it is requested on a voluntary basis. To comply with the UK GDPR, we will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice. |
| **How do we store your information?** |
| We create and maintain a file for each vacancy. The information contained in this file is kept secure and only used for purposes directly relevant to the recruitment of the post.  Your personal information is retained and disposed of in line with the Trust’s **Management Policy & Records Retention Schedule Including Privacy Notices**.  For more information about how we securely store your information, please see the Trust’s **Management Policy & Records Retention Schedule Including Privacy Notices**. Website or contact school office? |
| **Who do we share your information with?** |
| We routinely share your information with:   * Ofsted |
| **Why do we share your information?** |
| We do not share information about you with anyone without your consent, unless the law and our policies allow us to do so. |
| **Sharing with Ofsted** |
| We share information about prospective employees with Ofsted to evidence the school’s recruitment process and equality of opportunity, in accordance with the School Staffing (England) Regulations 2009 and the Equality Act 2010.  Any information we share with other parties is transferred securely and held by the other organisation in line with their data security policies. |
| **What are your rights?** |
| You have specific rights to the processing of your data; these are the right to:   * Request access to the information we hold about you. * Restrict our processing of your personal data, i.e. permitting its storage but no further processing. * Object to direct marketing (including profiling) and processing for the purposes of scientific and/or historical research and statistics. * Have your personal data rectified if it is inaccurate or incomplete. * Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you. * Request the deletion or removal of personal data where there is no compelling reason for the continued processing.   If you want to request access to the personal information we have about you, please contact the Data Protection Office (DPO) Laura Mellis 0300 373 8600 dpo@alplearning.org.uk  If you are concerned about the way we are collecting or using your information, please raise your concern with the Data Protection Office (DPO) Laura Mellis 0300 373 8600 dpo@alplearning.org.uk. You can also contact the ICO at [https://ico.org.uk/concerns](https://ico.org.uk/concerns/). |
| **How to withdraw consent and lodge complaints** |
| Where our Trust processes your personal data with your consent, you have the right to withdraw your consent at any time.  If you change your mind or are unhappy with how our school uses your personal data, you should let us know by contacting the Data Protection Office (DPO) Laura Mellis 0300 373 8600 [dpo@alplearning.org.uk](mailto:dpo@alplearning.org.uk). |
| Where our Trust processes your personal data with your consent, you have the right to withdraw your consent at any time.  If you change your mind or are unhappy with how our school uses your personal data, you should let us know by contacting the Data Protection Office (DPO) Laura Mellis 0300 373 8600 [dpo@alplearning.org.uk](mailto:dpo@alplearning.org.uk). |
| **Updating this privacy notice** |
| We may need to update this privacy notice periodically if we change how we collect and process data. We recommend that you revisit this privacy notice periodically.  This privacy notice was last updated in September 2024. |
| **How can you find out more information?** |
| If you would like to discuss anything in this privacy notice, please contact the Data Protection Office (DPO) Laura Mellis 0300 373 8600 [dpo@alplearning.org.uk](mailto:dpo@alplearning.org.uk) |
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**Declaration**

I, **name of potential employee**, declare that I understand:

* The categories of my personal information that the school collects and uses.
* The school has a lawful basis for collecting and using my personal information.
* The school may share my information with the stated organisations.
* The school does not share information about me with anyone without my consent, unless the law and the school’s policies allow them to do so.
* My information is retained in line with the school’s **Records Management Policy**.
* My rights to the processing of my personal information.

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| **Name:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Signature:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Date:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**For school use only**

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| Date privacy notice last updated: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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