



# Privacy Notice for Job Applicants

Where this Privacy Notice states 'School' it shall mean all the Academies in the Inclusive Education Trust.

In this privacy notice 'we', 'us' and 'our' means the Trust and Academies.

This privacy notice tells you what to expect us to do with your personal information when you provide us with your personal information to help with the hiring process.

The Trust and each School are the data controllers for the purposes of data protection law.

## What is personal information?

Personal information can be any information relating to a living person who can be directly or indirectly identified by reference to an identifier. A personal identifier includes your name, location, online identifier and identification numbers.

## The personal data we hold?

The School process data relating to those who apply to work at our School. The personal data that we may collect, use, store and share (where appropriate) about you includes, but is not restricted to:

- Personal information (such as name, address, date of birth, marital status and gender etc) • Contact details and Contact Preferences
- Identity information to support your right to work in the UK, including copies of Passports and/or Photo Driving Licenses.
- Evidence if applicants hold an Enhanced Disclosure and Barring Service certificate. • Application forms, references, work history, qualification details, training records and professional memberships.
- CCTV images captured in school.
- Photographs

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation, and political opinions. • Disability, health, and access requirements.

## Why we collect and use your information

The purpose of processing this data is to:

- enable us to establish relevant experience and qualifications.
- facilitate safe recruitment, as part of our safeguarding obligations towards pupils. •

identify you and safely evacuate our premises in the event of an emergency. • enable equalities monitoring.

- ensuring that appropriate access arrangements can be provided for candidates who require them.
- enable us to recruit.

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

We hold the legal right to collect and use personal data relating to the applicants. Most commonly, we use this information where we:

- need to comply with a legal obligation
- need to carry out a task in the public interest
- have a legitimate interest in processing the data, for example, the use of photographs to enable us to clearly identify you in the event of an emergency evacuation

Less commonly, we may also use personal information about you where:

- you have given us consent to use it in a certain way
- we need to protect your vital interests (or someone else's interests)

Whilst most of the personal data you provide to us is mandatory, some is provided on a voluntary basis. When collecting data, we will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, we will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

If we have consent to use your personal information, you have the right to remove it at any time. If you want to remove your consent, please contact our data protection officer.

## **How long is your data stored for?**

Personal data we collect as part of the job application process is stored in line with our Records Retention and Deletion Policy. This is based on the Information and Records Management Society's toolkit for schools.

When this information is no longer required, we will delete your information in accordance with our Records Retention and Deletion Policy.

## **Who we share applicant information with?**

We do not share information about you with anyone without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- the local authority – to meet our legal obligations to share certain information such as, shortlisting candidates for a head teacher position.
- suppliers and service providers – to enable them to provide the service we have contracted

them for, such as HR and recruitment support.

- professional advisers and consultants
- employment and recruitment agencies

## **Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

## **Your Rights**

You have the right to ask us for copies of your personal information. This right always applies and is commonly known as making a 'subject access request'. There are some exemptions, which means you may not always receive all the information we process for example, if information is likely to cause serious harm to the physical or mental health or condition of you or any other person.

Information relating to or provided by a third person who has not consented to the disclosure, including images removed or obscured may be withheld. If we can't give you some or any of the information, we will tell you why.

If you make a subject access request, and if we do hold information about you we will:

- give you a description of it
- tell you why we are holding and processing it, and how long we will keep it for • explain where we got it from, if not from you
- tell you who it has been, or will be shared with
- let you know whether any automated decision-making is being applied to the data, and any consequences of this
- give you a copy of the information in an intelligible form

## **You also have the right to:**

- Object to processing of personal data in some circumstances
- 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 Regulation

Article 22 of the UK GDPR has additional rules to protect individuals from decisions made solely for the purpose of automated decision-making and profiling. We do not carry out any automated decision making and/or profiling on the workforce.

To make a request for your personal information or would like any other information about your rights, please contact our Data Protection Officer.

## Contact Us

If you have any queries about how your personal information is handled contact our Data Protection Officer at [info@dpenterprise.co.uk](mailto:info@dpenterprise.co.uk)

## Complaints

We take any complaints about the collection and use of personal information very seriously.

If you think that the collection or use of your personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer.

Alternatively, for independent advice about data protection, privacy and data sharing issues and to make a complaint you can also contact the Information Commissioner:

- Report a [concern](#) online
- Call 0303 123 1113
- Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)
- Or write to: Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Website: [www.ico.org.uk](http://www.ico.org.uk)