



Job Applicant Privacy Notice

This privacy notice explains how we collect, store and use personal data about **individuals applying to work or volunteer in the Trust.**

Under UK data protection law, individuals have a right to be informed about how the Trust uses any personal data 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. Some of the information which we hold about individuals is deemed as personal data under UK GDPR, some of it is deemed as 'special category' data.

Who we are

The Trust is the 'data controller' for the purposes of UK data protection law. For the avoidance of doubt, where the word Trust is used in this privacy, this also refers to individual schools in the Trust.

Successful candidates/volunteers will be issued with the appropriate privacy notice about how their personal data is collected, stored, and used.

The personal data we hold

We process data relating to those applying to work or volunteer at the Trust. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Name and contact information
- Date of birth
- Copies of right to work documentation
- References
- Evidence of qualifications
- Employment records, including work history, job titles, remuneration details, training records and professional memberships
- Shortlisting information, interview questions and any interview activities, where applicable

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 and sexual orientation
- Disability and access requirements
- Photographs and CCTV footage and images obtained when you attend the school site

We may also collect, use, store and share (when appropriate) information about criminal convictions and offences.

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 use this data

The purpose of processing this personal data is to aid the recruitment process by:

- Enabling us to establish relevant experience and qualifications
- Facilitating safe recruitment, as part of our safeguarding obligations towards pupils
- Enabling equalities monitoring
- Ensuring that appropriate access arrangements can be provided for candidates that require them

Our lawful basis for using this data

We have the legal right to collect and process personal data relating to prospective employees and volunteers to ensure the Trust's safeguarding and safer recruitment practises are upheld. We process personal data to meet the requirements set out in UK employment and childcare law, including those in relation to the following:

- Academy Funding Agreement
- Keeping Children Safe in Education
- Academy Trust Handbook

Our basis for using special category data

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in UK data protection law:

- We have obtained your explicit consent to use your personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

Collecting this information

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us. Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

No third parties will be contacted to obtain personal data pertaining to prospective members of staff or volunteers without the applicant's consent.

Applicant's personal data may be obtained and processed from third parties where the law requires the Trust to do so, e.g. medical records from a GP. The categories of data obtained and processed from third parties may include:

- Medical Records
- References

- DBS – Criminal Records

Where data is obtained from third parties, the personal data may originate from the following sources:

- Local GP or a 3rd party we contract for pre-employment medical assessments
- Disclosure and Barring Service
- Previous Employers
- National College of Teaching

How we store this data

Personal data we collect as part of the job and volunteer application process is stored in line with our Data Protection Policy.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

When it is no longer required, we will delete your information in accordance with our Records Management Policy.

Both of these policies are available on our website: www.learningforlifetrust.org.uk/home/gdpr

Data sharing

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so. Where it is legally required, or necessary (and it complies with UK data protection law), we may share personal information about you with:

- Our local authority – to meet our legal obligations to share certain information with it, such as shortlists of candidates for a headteacher position or safeguarding concerns
- Our HR service provider for the purposes of the Disclosure and Barring Checks we are required by law to undertake
- 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 third-party country or territory, we will do so in accordance with UK data protection law.

Other rights

Under UK data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- You have a right to make a 'subject access request' to gain access to personal information that we hold about you. [Please click here for further details.](#)
- Object to the use of your personal data
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Withdraw your consent, where you previously provided consent for your personal information to be collected, processed and transferred for a particular reason
- In some cases, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact us (see below).

Contact us

If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer, by one of these means:

DPO@ift.org.uk

Learning for Life Education Trust,
Irthlingborough Junior School
College Street,
Irthlingborough, NN9 5TX.

Telephone: 01933 654921

Complaints

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

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

To make a complaint, please contact our data protection officer in the first instance – see the **Contact us** section above.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF