

Job Applicants Privacy Notice

1. GENERAL INFORMATION

- 1.1. We process personal data relating to:
- those we employ to work at our schools, or otherwise engage to work within our Trust;
 - those applying to work within our Trust;
 - those we contract to undertake work at our schools.
- 1.2. This Privacy Notice should be read and interpreted together with the Data Protection Policy available at: <https://anglianlearning.org/gdpr-policies/>
- 1.3. Any wish to limit or object to the uses to which personal data is to be put should be notified to the Data Protection Officer who will ensure that this is recorded, and adhered to if appropriate. If the Data Protection Officer is of the view that it is not appropriate to limit the use of personal data in the way specified, the individual will be given written reasons why the Trust cannot comply with their request.
- 1.4. The Data Protection Officer, Mark Povey, can be contacted at <mark@js-ig.com>.

2. PERSONAL DATA OF THE JOB APPLICANTS

- 2.1. Personal data that we may collect, use, store and share (when appropriate) about job applicants includes, but is not restricted to:
- Contact details
 - Copies of right to work documentation
 - References
 - Evidence of qualifications
 - Employment records, including work history, job titles, training records and professional memberships
- 2.2. The purpose of processing this 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
- 2.3. In the situation that some of the scopes for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.
- 2.4. Personal data we collect as part of the job applications is stored in line with our data protection provisions and Document Retention provisions (point 3, section II from the Privacy Policy).
- 2.5. Where we transfer data to a country or territory outside the European Economic Area, we will do so in accordance with data protections law.