

# Christ Church CE Multi-Academy Trust

## Privacy Notice: Job Applicants

Under data protection law, individuals have a right to be informed about how the 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.

We, Christ Church CE Multi-Academy Trust (hereafter 'the Trust', 'we', 'our'), are the data controller for the purpose of data protection law. The Trust is registered as a Data Controller with the Information Commissioners Office (ICO). Our registration number is ZA253323.

Unless specifically noted, references to 'the Trust' are taken to include the academies that are part of the Trust. Academies may be referred to individually by name or as an 'academy' and collectively as, 'academies.' Specifically, the Trust includes:

- Christ Church CE Primary School
- St Johns Church of England Primary School
- Radcliffe Hall CE/Methodist Primary School

This privacy notice explains how we collect, store, and use personal data about Job Applicants for the purpose of data protection law.

### Types of data we collect

The categories of Job Applicant information that we may collect, process, hold, and share includes but is not limited to:

- your name, address and contact details, including email address and telephone number
- details of your qualifications, skills, experience, and employment history
- information about your current level of remuneration, including benefit entitlements
- medical details, N.I. number
- references
- information about your entitlement to work in the UK
- CCTV Images

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

- Race, ethnicity, religious or philosophical beliefs, sexual orientation and Trade Union membership
- Disability, health, and access requirements

### Why do we collect and process Job Applicant information

We collect information to safeguard our users, promote the objects and interests of the Trust, facilitate the efficient operation of the Trust and ensure that all relevant legal obligations of the Trust are complied with. For example, we collect data to:

- Decide on whether to appoint you
- Check your suitability to be an employee of the Trust
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils and staff

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- Identify you and safely evacuate the building in the event of an emergency
- Ensure that appropriate access arrangements can be provided for job applicants who require them
- Send you communications concerning your job application
- Comply with health and safety obligations
- Maintain and promote equality
- Monitor recruitment statistics
- Receive advice from external advisors and consultants
- Respond to and defend legal claims
- For any other purpose, we will inform you of from time to time

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

We only collect and use personal data when the law and our policies allow us to do so. We process general category data where:

- Processing is necessary for a contract, we have with you, or because it is necessary to take steps before entering into a contract with you
- Processing is necessary for us to comply with a legal obligation.
- Processing is necessary to protect your vital interest or that of another person.
- Processing is necessary for us to perform a task in the public interest or for our official functions, and this task or function is lawful

We process special category data where:

- Processing is necessary for carrying out our obligations relating to employment law
- Processing is necessary to protect your vital interests or those of another person where you/they are physically or legally incapable of giving consent
- The processing relates to personal data which are manifestly made public by the data subject
- Processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity
- Processing is necessary for reasons of substantial public interest, based on domestic 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
- Processing is necessary, where applicable, for preventative or occupational medicine to assess the working capacity of the employee or to obtain a medical diagnosis
- Processing is necessary for reasons of public interest in the area of public health
- Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.

Some of the reasons listed above for collecting and using personal data overlap, and there may be several grounds that justify our use of this data.

### Consent

We may process your personal information without your knowledge or consent, in compliance with the above lawful bases where this is required or permitted by law and our policies.

We will ask for your consent to process personal data where there is no other lawful basis for processing it. For example, if we need to obtain a pre-appointment Occupational Health

clearance.

If we do request your consent, we will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent or not.

Where we rely solely on your consent as the lawful basis for processing, you have the right to withdraw consent at any time. Withdrawal of consent does not affect the legitimacy of processing before consent is withdrawn.

### **Criminal Proceedings/Convictions**

We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided that we do so in line with the data protection legislation.

We envisage that we will hold information about criminal convictions, for example, if information about criminal convictions comes to light as a result of the recruitment process and a disclosure by the job applicant, or during pre-employment checks including Disclosure and Barring Service checks.

Such information will only be processed to the extent that it is lawful to do so, and appropriate measures will be taken to keep the data secure.

### **Collecting Job Applicant information**

We collect Job Applicant personal data from:

- Application forms and CVs
- From documents provided to prove your identity and entitlement to work in the UK such as passports or other identity documents
- During the interview process and other forms of assessment therein,
- From third parties such as references from current/former employers and others
- DBS checks
- Occupational health such as pre-employment health checks

Job applicant data is essential for the Trust's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested voluntarily. 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 in this.

### **CCTV** (applies to Radcliffe Hall C.E./Methodist Primary School only)

CCTV is used in one Trust location – Radcliffe Hall C.E./Methodist Primary School. The purpose of the system is to prevent crime and promote security and public safety. If in the event of viewing CCTV for the specified purpose, a safeguarding or criminal action is observed, the CCTV can and may be used to support any subsequent investigation.

We do not need to ask individuals' permission to use CCTV, but we make it clear where individuals are being recorded. Security cameras are clearly visible and accompanied by prominent signs explaining that CCTV is in use.

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CCTV images will be retained for 28 days. After this period images will be permanently deleted unless they are required and retained for an ongoing investigation. For example, if an incident or crime has been recorded. In such cases, the images will be retained until the conclusion of any actions or criminal proceedings arising from the incident.

### Change of Purpose

We will only use your personal information for the purposes for which it was collected unless we reasonably consider that we need to use it for another reason, and that reason is compatible with the original purpose.

If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so, or seek your consent, if necessary, before the processing.

### Storing job applicant information

The majority of Job Applicant information is stored securely, password protected and encrypted within Management Information Systems.

Hard copy documents are stored in a locked filing cabinet within individual Headteacher's offices.

### Data Retention

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including to satisfy any legal, accounting, insurance or reporting requirements. Details of retention periods for different aspects of your personal information are available in the ***Data Retention Policy and Schedule***.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, together with the applicable legal requirements.

When the recruitment period comes to an end, data relating to unsuccessful applicants will be retained and securely destroyed following our Data Retention Policy and Schedule.

Recruitment data relating to successful candidates will be transferred to the staff file and a workforce privacy notice will be issued.

### Data Security

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. In addition, we limit access to your personal information to those employees, consultants, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions, and they are subject to a duty of confidentiality.

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We have in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so and following our ***Data Security Policy and Breach Procedure***.

### Who do we share Job Applicant information with?

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

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

- HR
- The recruitment/interview panel
- The line manager for the area with the vacancy
- IT manager, if access to the data is necessary for them to carry out their roles

If you are successful in being offered the post the Trust will share your personal data with employment background check providers, the Disclosure and Barring Service and our Occupational Health provider to obtain necessary background, criminal records and health checks.

### Transferring Data Outside the UK

We do not routinely share data with organisations outside the UK. Where this may be necessary, e.g., where your last position was for an organisation outside of the UK, we may transfer data to seek references and conduct overseas checks, etc, with your explicit consent and with appropriate safeguards.

Under exceptional circumstances, we will only transfer personal data outside the UK if such a transfer complies with the UK GDPR. This means that we will not transfer any personal data outside the UK unless:

- The Secretary of State has decided that another country or international organisation ensures an adequate level of protection for personal data.
- One of the derogations in the UK GDPR applies (including if an individual explicitly consents to the proposed transfer).

### Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold.

If you would like to make a Subject Access Request (SAR) for your personal data please contact the relevant Academy directly and include your:

- name and contact address
- email address and telephone number
- details of the information required.

### Other data subject rights

You also have the right to:

- object to the 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 based solely on automated decision making or profiling. (The Trust does not undertake automated decision making and/or profiling)

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- in certain circumstances, have inaccurate personal data rectified, blocked, erased, or destroyed; and
- withdraw your consent to the processing, where consent is the sole lawful basis for that processing, at any time
- ask the Trust to rectify, erase or restrict processing of your personal data, or object to the processing of it (in certain circumstances)
- challenge processing which has been justified based on public interest
- request a copy of agreements under which your data is transferred outside of the UK (if applicable)
- be notified of a data breach in certain circumstances
- ask for personal data to be transferred to a third party in a structured, commonly used and machine-readable format (in certain circumstances).
- make a complaint to the ICO

For more information about your data subject rights please see here  
<https://ico.org.uk/global/privacy-notice/your-data-protection-rights/>

To exercise any of your data subject rights please contact the Trust directly using the contact details below.

### Complaints

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.

If you have any concerns that we are not able to resolve to your satisfaction you can contact our Data Protection Officer at the address below

Alternatively, you can contact the Information Commissioner's Office at  
<https://ico.org.uk/concerns/>

Or write to Information Commissioner. Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF. Tel: 08456 306060 or 01625 545745

### Contact

#### Data Controller

Christ Church CE Multi-Academy Trust  
Email: [office@cemat.co.uk](mailto:office@cemat.co.uk)  
Telephone: 01204 883415  
Postal Address: c/o Christ Church C.E. Primary School  
Church Street,  
Bury  
BL8 3AX

If you would like to discuss anything in this privacy notice, please contact:

Ms Dee Whitmore, Data Protection Officer.  
Email: [dposervice@schoolspeople.co.uk](mailto:dposervice@schoolspeople.co.uk)  
Telephone: 01773 851 078

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Postal Address: The Schools People,  
44 Tyndall Court  
Peterborough  
Cambridgeshire  
PE2 6LR.

### Changes to this Privacy Notice

This Notice will be reviewed yearly or as necessary in response to changes in Data Protection legislation.

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates.

We may also notify you in other ways from time to time about the processing of your personal information.

Effective Date: May 2018  
Last update: October 2021  
Review Date: October 2022