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.

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

The School is the data controller for the purposes of data protection law.

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 the School collect and use your information

The purpose of processing this data is to:

- Enable the School to establish relevant experience and qualifications.
- Facilitate safe recruitment, as part of the School's safeguarding obligations towards pupils.
- Identify you and safely evacuate the School in the event of an emergency.
- Enable equalities monitoring.
- Ensuring that appropriate access arrangements can be provided for candidates who require them.
- Enable the School to recruit.

The lawful basis on which the School use this information

The School holds the legal right to collect and use personal data relating to the applicants. Most commonly, the School use it where the School need to:

- Comply with a legal obligation
- Carry out a task in the public interest
- Where the School have legitimate interests in processing the data, for example, the use of photographs to enable the School to clearly identify you in the event of an emergency evacuation

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

- You have given the School consent to use it in a certain way
- The School need to protect your vital interests (or someone else's interests)

Whilst most of the personal data you provide to the School is mandatory, some is provided on a voluntary basis. When collecting data, the School will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the School 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 the School has 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 the School 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 the School shares applicant information with?

The School does not share information about you with anyone without consent unless the law and policies allow the School to do so.

Where it is legally required, or necessary (and it complies with data protection law) the School 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, our Data Protection Officer 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 the School 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 the School 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.

Employment references are provided in confidence and may be exempt from disclosure when submitting Subject Access Request.

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 the School can't give you some or any of the information, the School will tell you why.

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

- Give you a description of it
- Tell you why the School are holding and processing it, and how long the School will keep it for
- Explain where the School 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. The School does 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 the School Data Protection Officer.

Contact Us

If you have any queries about how your personal information is handled contact the School Data Protection Officer at info@dpenterprise.co.uk

Complaints

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

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

Alternative, you can make a complaint to the Information Commissioner:



Report a concern online



casework@ico.org.uk



0303 123 1113



Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

We may need to update this privacy notice from time to time so we recommend that you revisit this information. We may also notify you in other ways from time to time about the processing of your personal information. This version was last updated in September 2024.