



## **Privacy Notice (How we use applicant information)**

**The categories of applicant information that we collect, process, hold and share include:**

- Personal information (such as name, date of birth, teacher number, national insurance number)
- Special categories of data (such as gender, ethnic group, photo)
- Evidence of employment checks (e.g. entitlement to work in the UK, DBS number and details of DBS clearance or relevant criminal records history)
- Contact information (address, email address and telephone numbers)
- Employment history information (such as previous roles with start dates, continuous service dates, remuneration, hours worked)
- Information obtained from references (work history, skills, experience, disciplinary and grievance information, performance and suitability for role)
- Qualifications (and where relevant, subjects taught)
- Relevant medical and health information, including record of any known disability

### **Why we collect and use this information**

We use applicant data to:

- process your job application, ensuring compliance with legal obligations relating to employment law, safeguarding and health and safety at work
- maintain and promote equality in the workplace
- inform the development of recruitment and retention policies
- enable the performance of contract i.e. to enter into a contract of employment with you (if successful in your application)

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

We collect and use information about applicants in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

Employment Rights Act 1996  
Equality Act 2010  
Safeguarding Vulnerable Groups Act 1996  
Article 6 and Article 9 of the GDPR  
Education Act 1996

### **Collecting this information**

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

### **Storing this information**

We hold applicant data for six months following the date of appointment to the post. The information is stored confidentially and can only be accessed by HR, the recruitment panel and the Principal.

Should you be successful in your application to join Leodis Academies Trust, your data will be held in accordance with our Employee Privacy Notice, which will be supplied on acceptance of the job offer.

## Who we share this information with

We routinely share your applicant information with:

- our external DBS processing service
- the Department for Education (DfE)
- referees supplied by you

Where we engage third parties to process data on our behalf they are required to verify in writing that they comply with the GDPR regulations and provide information as to how data is processed and stored.

The organisation does not transfer data outside the European Economic Area (EEA).

## Why we share school workforce information

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

## Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact Mrs D Collins, HR Manager.

You also have the right to:

- object to 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 being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- claim compensation for damages caused by a breach of the Data Protection regulations

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

## Further information

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

Mrs S Cubitt  
HR Manager  
[s.cubitt@leodis.org.uk](mailto:s.cubitt@leodis.org.uk)



Westerton Primary  
Academy



Woodkirk Academy  
&  
The Sixth Form @ Woodkirk Academy

