



Head Office

c/o Our Lady and St Chad Catholic Academy
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Privacy notice for applicants

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

This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at our Academy. We, St Francis and St Clare Catholic Multi Academy Company, are the 'data controller' for the purposes of data protection law. Our Data Protection Officer is Mrs Bhaksho Raj (see 'Contact us' below).

The personal data we collect

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Personal information: This includes your name, contact details, date of birth, nationality, and other information you provide in your application.
- Recruitment information. This includes details about your education, work experience, skills, and qualifications.
- Sensitive information: In some cases, we may collect sensitive personal information, such as information about your health or criminal record, if it is relevant to the role and permitted by law.
- Other information: We may also collect information from third parties, such as references or background checks, where permitted by law.

How We Use Your Information

We use your information for the following purposes:

- **To process your application:** This includes assessing your suitability for the role, contacting you about your application, and arranging interviews.



- **To comply with legal obligations:** We may use your information to comply with our legal obligations, such as conducting background checks or verifying your right to work.
- **To monitor diversity and inclusion:** We may anonymise and aggregate your information to monitor the diversity of our applicants and identify areas for improvement.
- **For other legitimate interests:** We may also use your information for other legitimate interests, such as protecting our business interests or preventing fraud.

Legal Basis for Processing

The legal basis for processing your information is typically one of the following:

- **Your consent:** We may ask for your consent to process certain types of information, such as sensitive personal information.
- **Legitimate interests:** We may process your information for our legitimate interests, such as recruiting the best candidates for our roles.
- **Legal obligation:** We may process your information to comply with our legal obligations.

Sharing Your Information

We may share your information with the following parties:

- **Internal stakeholders:** This includes hiring managers, HR staff, and other employees involved in the recruitment process.
- **Third-party service providers:** We may share your information with third-party service providers who assist us with recruitment, such as background check providers or assessment platforms.
- **Legal authorities:** We may disclose your information to legal authorities if required by law.

Data Security

We take appropriate measures to protect your information from unauthorised access, use, or disclosure. These measures include technical safeguards, such as encryption and access controls, and organisational measures, such as staff training and data protection policies.

Data Retention

We will retain your information for as long as necessary for the purposes outlined in this notice. If your application is unsuccessful, we will typically retain your information for a period of 6 months after the recruitment process has ended. If your application is successful, your information will be transferred to your employee file and retained in accordance with our staff privacy notice.

Your Rights

You have the following rights in relation to your information:



- **Right of access:** You have the right to request access to your information.
- **Right to rectification:** You have the right to request that we correct any inaccurate or incomplete information.
- **Right to erasure:** You have the right to request that we delete your information in certain circumstances.
- **Right to restriction of processing:** You have the right to request that we restrict the processing of your information in certain circumstances.
- **Right to object to processing:** You have the right to object to the processing of your information in certain circumstances.
- **Right to data portability:** You have the right to request that we transfer your information to another organisation in certain circumstances.

Contact Us

If you have any questions about this privacy notice or our data protection practices, please contact our Data Protection Officer.

Updates to this Notice

We may update this privacy notice from time to time. Any changes will be posted on our website and will be effective from the date of posting.

Effective Date: 8 October 2024

