PRIVACY NOTICE

This privacy notice is about how we collect, store and use personal information (or personal data) about individuals applying for jobs within our Academy Trust. Peterborough Diocese Education Trust (PDET) is a company incorporated in England and Wales (no. 08509710) and is the Data Controller. The postal registered address of the Academy Trust is Unit 2 Bouverie Court, 6 The Lakes, Bedford Road, Northampton NN4 7YD. Our Data Protection Officer is Angela Corbyn (you can contact her on 07775436141, email: dpo@pdet.org.uk or write to her at the PDET address).

Successful candidates should refer to our privacy notice for staff which explains how their personal data is collected, stored and used. This is available at   https://www.pdet.org.uk/Policies/

In this privacy notice 'we' and 'us' means the Academy Trust.

Categories of data that we collect (including special category data)

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

- Personal identifiers and contact details (such as name, NI number, and address)
- Right to work documentation
- References
- Qualifications and education history
- Employment records (work history, job titles, training records, professional memberships, salary)
- Date of birth
- Race, ethnicity, religious beliefs, sexual orientation (special category data)
- Disability, health and access requirements (special category data)
- Criminal convictions (special category data)
- Trade Union Membership

Why we collect and use job applicant information

PDET as the Data Controller, takes your privacy seriously and will only use your personal information for the following purposes:

- To process your Job Application
    - Enable us to establish relevant experience and qualifications
    - Facilitate safe recruitment, as part of our safeguarding obligations
    - Monitor equalities

- o Ensure appropriate access arrangements can be provided for candidates that require them.
- To send you job alerts as requested by you
- To communicate with you at your request

How we use job applicant information

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where:

- We need to comply with a legal obligation
- We need to carry out a task in the public interest
- You have given us consent to use it in a certain way
- We need to protect you vital interests (or someone else's interests)

The lawful basis for proceeding is 'contractual.' If unsuccessful – our legal basis for proceeding will be 'legitimate interest.'

Consent

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

How we collect job applicant information

We collect information through the application and recruitment process either directly from you (for example, when you provide information to us in an application form via our 3rd party recruitment portal or an interview) or sometimes indirectly from certain third parties such as an employment agency, referee, former employer or the DBS.

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us. Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

Retention

We only keep your information for as long as we need to or for as long as the law requires us to in line with our Records Retention Policy which you can find at https://www.pdet.org.uk/Policies/

When we may share job applicant information with others

Where it is legally required, or necessary (and it complies with data protection law) we may share your personal data with:

- An 'independent' interview panel member who is not directly employed by the Academy Trust
- Referees named on your application form

The following third parties may access to your information processing activities. We will not share your data with any other parties without your consent and if we change a third party – we will inform you.

Third Party	Purpose	
My New Term	Product Hosting and Support is wholly in the UK	Factsheet available on request

We do not normally transfer your information to a different country which is outside the European Economic Area. This would only happen if one of your referees lives abroad. If this happens we will do so in accordance with data protection law.

Your rights

You have these rights: The UK GDPR provides certain rights for individuals. These include the right of access, rectification, erasure, to restrict processing, data portability and to object. There is more information in our Data Protection Policy. The policy can be found on our website - www.pdet.org.uk/policies. You can complain to our DPO about what we do with your personal information. If you are not happy with our answer to your complaint then you can complain to the Information Commissioner's Office: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Tel: 0303 123 1113.

Our use of cookies

This site uses cookies. These are small text files that are placed on your machine to help the site provide a better user experience. In general, cookies are used to retain user preferences, store information for things like shopping baskets, and provide anonymous tracking data information.

Below explains the different types of cookies that we use on our site:

- Essential Security Cookies, that can help us troubleshoot data breaches/concerns and are needed to comply with security best practices. This data is not shared externally
- Cookies for data held within Access, that remember screen settings and site layout. Whilst not essential, these help us improve the user experience and speed of the application. We do not share these cookies externally.
- A cookie that allows us to provide data to a 3rd party application, we use this to obtain and learn from user feedback.