



Job Applicant Privacy Notice

As part of any recruitment process, Waveney Valley Academies Trust and all our Academies collect and process personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and meet our data protection obligations.

Who We Are

Under Data Protection legislation, the Trust is a data controller.

The contact details for the Trust are as follows:

Waveney Valley Academies Trust
Prospect House
Loddon Business Park
Little Money Road
Loddon
Norfolk
NR14 6JD

Our Data Protection Officer

The Trust's data protection officer is:

Geoff Smith - data.protection@schoolschoice.org

What Information Does the Waveney Valley Academies Trust and all our Academies Collect?

Information collected about you. This includes:

- 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;
- whether or not you have a disability for which the school needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK.
- ethnic origin
- nationality
- religion or belief
- sexual orientation
- CCTV

Waveney Valley Academies Trust and all our Academies may collect this information in a variety of ways. For example, data might be contained in application forms or CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

Waveney Valley Academies Trust and all our Academies may also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks.

In line with Keeping Children Safe In Education, the school will contact former employers to obtain references prior to interview.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why do Waveney Valley Academies Trust and our Academies Process Personal Data?

Waveney Valley Academies Trust and all our Academies need to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you.

In some cases, Waveney Valley Academies Trust and all our Academies need to process data to ensure that we are complying with its legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts.

Waveney Valley Academies Trust and all our Academies have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. Waveney Valley Academies Trust and all our Academies may also need to process data from job applicants to respond to and defend against legal claims.

Waveney Valley Academies Trust and all our Academies may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out our obligations and exercise specific rights in relation to employment.

For some roles, Waveney Valley Academies Trust and all our Academies are obliged to seek information about criminal convictions and offences. Where Waveney Valley Academies Trust and all our Academies seeks this information, it does so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment.

Waveney Valley Academies Trust and all our Academies capture CCTV images for the purposes of security and site protection.

Who Has Access to Data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process.

In line with Keeping Children Safe In Education, the school will contact former employers to obtain references prior to interview.

Waveney Valley Academies Trust and all our Academies will then share your data with employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

We do not anticipate your data will be transferred to countries outside the European Economic Area (EEA).

How do Waveney Valley Academies Trust and our Academies Protect Data?

Waveney Valley Academies Trust and all our Academies takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

Data is stored in locked filing cabinets and further information can be found in our Data Protection Policy.

For How Long do Waveney Valley Academies Trust and our Academies keep the Data?

If your application for employment is unsuccessful, the Academy will hold your data on file for 6 months after the end of the relevant recruitment process. At the end of that period, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

Your Rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require changes to incorrect or incomplete data;
- require changes to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and object to the processing of your data where we are relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the Data Protection Representative within the school to which your application has been made or, in the case of a central Trust role, to the Data Protection Lead.

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/>

What If You Do Not Provide Personal Data?

You are under no statutory or contractual obligation to provide data to Waveney Valley Academies Trust or our Academies during the recruitment process. However, if you do not provide the information, Waveney Valley Academies Trust and our Academies may not be able to process your application properly or at all.

Further information

If you would like to discuss anything in this privacy notice, please contact:
Sonia Parker – s.parker@waveneyvalleyat.co.uk