



Privacy Notice

(How We Use Job Applicant Information)

Within the Aletheia Academies Trust (AAT) we collect and process personal information.

You have a legal right to know what information we hold and how we use it. The purpose of this privacy statement is to outline what information we collect and how we use it.

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

- ▶ Contact details (such as name, address, telephone number, email address).
- ▶ Copies of identification documentation (such as passport, driving licence, birth certificate, birth certificate, NI document).
- ▶ Copies of right to work documentation (such as passport, visa, work permit, birth certificate, NI document).
- ▶ Employment records, including work history, job titles, training records, and professional memberships.
- ▶ Evidence of qualifications (such as examination certificate, degree certificate, professional qualification certificate).
- ▶ References.

We may also collect, use, store, and share information about you that falls into special categories of more sensitive personal data. This includes, but is not restricted to:

- ▶ Information about race, ethnicity, religious beliefs, sexual orientation, and political opinions.
- ▶ Information about disability and access requirements.
- ▶ Photographs and CCTV images captured in school.

We may also collect, use, store, and share information about criminal convictions and offences.

We may also hold data about you that we have received from other organisations, including other schools and social services, including the Disclosure and Barring Service in respect of criminal offence data.



Why we collect and use this information

We use job applicant data to:

- ▶ Enable us to establish relevant experience and qualifications.
- ▶ Facilitate safe recruitment, as part of our safeguarding obligations towards pupils.
- ▶ Enable equalities monitoring.
- ▶ Ensure that appropriate access arrangements can be provided for candidates that require them.

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices and explain the processing to you, including your right to object to it.

The lawful basis on which we process this information

We collect and use your information only when and where we are legally allowed to do so. Any processing of your information shall be lawful only if, and to the extent that at least one of the following applies:

- ▶ The data subject has given consent to the processing of his or her personal data for one or more specific purposes [*Article 6 (a)*].
- ▶ Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering a contract [*Article 6 (b)*].
- ▶ Processing is necessary for compliance with a legal obligation to which the controller is subject [*Article 6 (c)*].
- ▶ Processing is necessary in order to protect the vital interests of the data subject or of another natural person [*Article 6 (d)*].
- ▶ Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller [*Article 6 (e)*].
- ▶ Processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, where the data subject is a child [*Article 6 (f)*].

In applying for a role within the trust you are seeking to enter an employment contract with the Trust. The legal basis for processing your personal data is contractual because the information we hold, process, and share during the recruitment process is in consideration of entering into the employment contract and enables us to carry out checks and steps necessary to recruit you.

The Trust will also process your information to comply with its legal obligations. For example, the Trust must check your entitlement to work in the UK.



The lawful basis on which we process this information

We collect and use your information only when and where we are legally allowed to do so. Any processing of your information shall be lawful only if, and to the extent that at least one of the following applies:

- ▶ The data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject [*Article 9 (a)*].
- ▶ Processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject [*Article 9 (b)*].
- ▶ Processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent [*Article 9 (c)*].
- ▶ Processing is carried out in the course of its legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim and on condition that the processing relates solely to the members or to former members of the body or to persons who have regular contact with it in connection with its purposes and that the personal data are not disclosed outside that body without the consent of the data subjects [*Article 9 (d)*].
- ▶ Processing relates to personal data which are manifestly made public by the data subject [*Article 9 (e)*].
- ▶ Processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity [*Article 9 (f)*].
- ▶ Processing is necessary for reasons of substantial public interest, based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject [*Article 9 (g)*].
- ▶ Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services based on Union or Member State law or pursuant to contract with a health professional and subject to the conditions and safeguards referred to in paragraph 3 [*Article 9 (h)*].
- ▶ Processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of health care and of medicinal products or medical devices, based on Union or Member State law which provides for suitable and specific measures to safeguard the rights and freedoms of the data subject, in particular professional secrecy [*Article 9 (i)*].



- ▶ Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject. [*Article 9 (j)*].

Safer recruitment procedures also require appropriate checks to be made on people who work with children. Some special categories of personal data, such as information about health or medical conditions, are processed to comply with employment law and health and safety obligations (such as those in relation to disabled employees).

The trust also processes other special categories of personal data, such as information about ethnic origin, or religion, or belief. This is done for the purposes of equal opportunities monitoring.

Other examples of special category data processing may include establishment, exercise, or defence of legal claims, and medical reasons.

Collecting this information

Whilst most of the 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 job applicant information to us or if you have a choice in this.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- ▶ Local authorities.
- ▶ Government departments or agencies.
- ▶ Police forces, courts, and tribunals.

Storing this information

We hold job applicant data about you during the application process.

Information provided during the application process is retained for a period of 6 months from the date that the successful candidate was appointed.

If your application is successful, your information will be retained for a period of 6 years from the termination of your employment.



We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used, or accessed in an unauthorised way, altered, or disclosed. We will dispose of your personal data securely.

Who we share this information with

We do not share information about you with any third party without consent unless the law and our policies allow us to do so.

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

- ▶ Our local authority Kent County Council: to meet our legal obligations to share certain information with it, such as safeguarding concerns.
- ▶ Suppliers and service providers: to enable them to provide the service we have contracted them for, such as HR and recruitment support.
- ▶ Professional advisers and consultants: to enable them to provide the service we have contracted them for, such as HR and recruitment support.
- ▶ Employment and recruitment agencies: where you are employed by an outside agency.

Where job applicants are currently based, or working outside of the United Kingdom, we may also ask for, and share information with:

- ▶ Overseas employment and recruitment agencies: where you are employed by an outside agency.

Why we share school workforce information

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

Local authority: we are required to share information about our workforce members with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

Department for Education (DfE): we share personal data with the DfE on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure, and the assessment educational attainment.



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 the Data Protection Officer.

You also have the right to:

- ▶ Claim compensation for damages caused by a breach of the Data Protection regulations.
- ▶ In certain circumstances, have inaccurate personal data rectified, blocked, erased, or destroyed.
- ▶ Object to decisions being taken by automated means.
- ▶ 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.

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 (ICO) at <https://ico.org.uk/concerns/>.

Complaints

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

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

Alternatively, you can make a complaint to the ICO:

- ▶ Call 0303 123 1113
- ▶ Report a concern online at <https://ico.org.uk/make-a-complaint/>
- ▶ Write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact

If you would like to discuss anything in this privacy notice, please contact the Data Protection Officer at DPO@saintgeorgescofe.kent.sch.uk.