

Recruitment Privacy Notice

The categories of information that we collect, process, hold and share for recruitment purposes are:

- personal information (such as name, DOB, contact details)
- special categories of data including characteristics information such as gender, age, ethnic group, criminal record information if relevant
- previous employment information (such as post, roles and salary information and referees)
- relevant qualifications (and, where relevant, subjects taught)
- documents submitted as proof of identity and right to work on interview day
- medical check to indicate fitness to work
- if you are a teacher, we will check the Teaching Regulation Agency (“TRA”) Teachers Services about your teacher status, whether you are subject to a prohibition from teaching order and any other relevant checks (for example Section 128 direction for management posts).

Why we collect and use this information

We use candidate data to:

- shortlist applicants
- to verify candidate identity under safeguarding regulations, check right to work and a DBS with barred list check where applicable
- to monitor equality of opportunity in recruitment and selection as part of the Equality Information and Objectives Policy
- inform the development of recruitment and retention policies

The lawful basis on which we process this information

- By law we have to process your data to make sure we meet the requirements of [The Education Act 1996](#)
- We need to process your data to ensure that we comply with [Keeping Children Safe in Education Guidance](#)
- So that we are able to monitor applications for posts at Broadleaf Partnership Trust to ensure that we are fulfilling our obligations under the public sector equality duty under the Equality Act 2010.

We use your data:

- We will process your personal data during your application process for the purpose of complying with safeguarding and statutory obligations, carrying out tasks which are in the public interest, and taking steps with a view to entering into an employment contract with you. For successful candidates, without it you would not meet your contractual obligations.

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 e.g. car registration details, next of kin etc. 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

Successful applicants: We hold school workforce data until your employment ends +6 years as detailed in our Retention Guidelines, a copy of which is available on the Trust website:

Unsuccessful applicants: we retain application data including electronic files for up to 12 months after the completion of the process after which data will be deleted or disposed of securely, either by in-house shredding or by using an accredited confidential waste disposal company, depending on volume.

Right of Erasure This is also known as the 'right to be forgotten'

In certain circumstances, you have the right to request that personal information we hold about you is erased e.g. if the information is no longer necessary for the purposes for which it was collected or processed or our processing of the information is based on your consent and there are no other legal grounds on which we may process the information.

All personal data held on applicants and employees is kept securely with restricted access to relevant personnel only.

Who we share this information with?

We will not share information gathered during your application process with third parties, other than professional advisors such as legal or HR advisors.

If an applicant is successful and commences employment with us, they become subject to the Privacy Notice for Staff provided in the staff handbook.

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 Samantha Palmer, Trust HR Director at s.palmer@broadleafpt.co.uk. Please also refer to our Data Protection Policy for further details on making requests for access to personal data.

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; and
- 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 the Trust in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>