

Privacy Notice for Job Applicants

Under data protection law, individuals have a right to be informed about how Windsor Learning Partnership use any personal data that they hold about them. Our academies comply with this right by providing 'Privacy Notices' (sometimes called 'fair processing notices') to individuals where they are processing their personal data.

This Privacy Notice explains how we collect, store and use personal data about individuals who apply to volunteer, otherwise engage or work at our academies.

Windsor Learning Partnership (the Trust) are the 'data controller' for the purposes of data protection law. The Trust has delegated responsibility to the Headteacher/Executive Headteacher of each academy for ensuring compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA 2018).

The Trust's DPO is: Data Protection Officer, Senior Information Governance Officer, Law and Governance Service, Royal Borough of Windsor & Maidenhead, St. Ives Road, Maidenhead, SL6 1RF, Tel: 01628 796675

The Trust, as part of the recruitment process will gather and use information relating to you. Information that we hold in relation to individuals is known as their "personal data". This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. Anything that we do with an individual's personal data is known as "processing".

What information do we process during the application process?

The Trust may collect, hold, share and otherwise use the following information about you during the application process.

Up to and including shortlisting stage:

- name and contact details (i.e. address, home and mobile phone numbers, email address);
- details of your qualifications, training, experience, duties, employment history (including job titles, salary, relevant dates and working hours), details of driving licence (if relevant for role), membership of professional bodies and interests;
- your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs;
- details of your referees;
- whether you are related to any member of our workforce; and
- details of any support or assistance you may need to assist you at the interview because of a disability.

Following shortlisting stage, and prior to making a final decision:

- information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers;*
- confirmation of your academic and professional qualifications (including seeing a copy of certificates);*

- information via the interview and DBS process, regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs), whether you are barred from working in regulated activity;*
- your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;*
- medical check to indicate fitness to work;*
- a copy of your driving licence (or other appropriate documentation as listed on the Home Office list);*
- if you are a teacher, we will check the National College of Teaching and Leadership (“NCTL”) 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 and EEA teacher sanctions);* and
- equal opportunities’ monitoring data.

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked (*) above to us to enable us to verify your right to work and suitability for the position. Without providing us with this information, or if the information is not satisfactory, then we will not be able to proceed with any offer of employment.

If you are employed by us, a further privacy notice in relation to data we collect, process, hold and share about you during your time with us as a governor, volunteer or employee will be issued to you. The information we collect may be included on our Single Central Record.

Where do we get information from during your application process?

Depending on the position that you have applied for, we may collect this information from you, your referees (details of whom you will have provided), your education provider, any relevant professional body, the Disclosure and Barring Service (DBS), NCTL and the Home Office, during the recruitment process.

Why do we use this information?

We process your personal data during the application process for the purpose of complying with legal obligations, carrying out tasks which are in the public interest, and taking steps with a view to entering into an employment contract with you. This includes to:

- assess your suitability for the role you are applying for;
- take steps to enter into a contract with you;
- check that you are eligible to work in the United Kingdom or that you are not prohibited from teaching; and
- monitor applications for posts in the Trust or one of our academies to ensure that we are fulfilling our obligations under the Equality Act 2010.

How long will we hold information in relation to your application?

We will hold information relating to your application in accordance with the Trust’s Records Retention Procedure. If you are unsuccessful we will hold your personal data for six months, after which time will be securely deleted.

If you are successful then the retention period will depend on type of information held. For further detail please see the Trust's Records Retention Procedure.

Who will we share information with about your application?

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

Your rights

How to access personal information we hold about you

Individuals have a right to make a '**Subject Access Request**' to gain access to personal information that the Trust holds about them.

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

Please also refer to our Data Protection Policy for further details on making requests for access to personal data. If you would like to make a request, please contact our central team at Windsor Learning Partnership or email wlp@windsorgirls.net

Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- object to the use of your personal data if it would cause, or is causing, damage or distress
- prevent your data being used to send direct marketing
- object to the use of your personal data for decisions being taken by automated means
- in certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our central team at Windsor Learning Partnership or email wlp@windsorgirls.net

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.

To make a complaint, please contact our Data Protection Officer, please see the contact details below. Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Telephone number: 0303 123 1113



- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF **Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this Privacy Notice, please contact our Chief Operating Officer, Windsor Learning Partnership, c/o Windsor Girls' School, Imperial Road, Windsor, SL4 3RT.