

Privacy notice for job applicants

Under data protection law, individuals have a right to be informed about how the Trust or school uses any personal data that we hold about them. This privacy notice explains how we collect, store and use personal data about individuals applying for jobs within our trust.

We, Trinitas Academy Trust, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Sam Luker (see 'Contact us' below).

Successful candidates should refer to our privacy notice for staff, for information about how their personal data is collected, stored and used.

Please contact the HR department should you wish to receive a copy of our employee privacy notice.

The personal data we hold

We collect and use data relating to those applying to work at our Trust. Under the principle of the General Data Protection Regulations (GDPR) which states that data is used for "specified, explicit and legitimate purposes". Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Copies of right to work documentation
- References
- Evidence of qualifications
- Employment records, including work history, job titles, training records and professional memberships

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements

Why we use this data

The purpose of processing this data is to aid the recruitment process by:

- To assist us in selecting the person most suited to the post
- Enabling us to establish relevant experience and qualifications
- Facilitating safe recruitment, as part of our safeguarding obligations towards pupils
- Enabling equalities monitoring
- Ensuring that appropriate access arrangements can be provided for candidates that require them

How we store this data

Personal data is stored in line with our Records Management Policy. When it is no longer required, we will delete your information in accordance with our Records Management Policy. A copy of this policy is available from the HR department

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, please submit a request in writing, either by letter or email to the Data Protection Officer (contact details below). Including:

- Name of individual
- Correspondence address
- Contact number and email address
- Details of the information requested

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

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.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 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 Data Protection Officer, Trinitas Academy Trust. Email: dpo@trinitasacademytrust.org
