



Policy name:	Privacy Notice – Job applicants
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Introduction

Under UK data protection law, individuals have a right to be informed about how our school uses any personal data that we hold about them. We comply with this right by providing ‘privacy notices’ (sometimes called ‘fair processing notices’) to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals applying for jobs at our schools.

Our trust, The Mead Trust, Hackett Place, Hilperton (hello@themedtrust.org), is the ‘data controller’ for the purposes of UK data protection law.

Our Data Protection Officer is Mel Jacob (see ‘Contact us’ below).

The personal data we hold

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

Up to and including shortlisting stage:

- Your 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
- Details of any support or assistance you may need to assist you at the interview because of a disability
- Equal opportunities' monitoring data

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

- Information regarding your criminal record
- Online searches and social media checks. These will be carried out as part of our safeguarding process. These will be focused solely on whether the individual is suitable to work with children
- 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 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
- A copy of your driving licence (or other appropriate documentation as listed on the Home Office list)

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, the Privacy Notice for Staff will apply to you.

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 we use this data

We will process your personal data during your 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
- To take steps to enter into a contract with you
- To check that you are eligible to work in the United Kingdom or that you are not prohibited from teaching
- So that we are able to monitor applications for posts in the Trust to ensure that we are fulfilling our obligations under the public sector equality duty under the Equality Act 2010

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

We will hold information relating to your application only for as long as necessary. If you are successful then how long we need to hold on to any information will depend on type of information.

If you are unsuccessful we will hold your personal data only for six months, after which time it is securely deleted.

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.

Rights in relation to your personal data

All individuals have the right to request access to personal data that we hold about them.

To make a request for access to their personal data, individuals should contact:

The Academy Office or the Trust's Business Support Administrator. Please also refer to our Data Protection Policy for further details on making requests for access to personal data.

Individuals also have the right, in certain circumstances, to:

- Object to the processing of their personal data
- Have inaccurate or incomplete personal data about them rectified
- Restrict processing of their personal data
- Object to the making of decisions about them taken by automated means
- Have your data transferred to another organisation
- Claim compensation for damage caused by a breach of their data protection rights

If an individual wants to exercise any of these rights then they should contact Mel Jacob, Data Protection Officer.

The law does not oblige the school to comply with all requests. If the school does not intend to comply with the request then the individual will be notified of the reasons why in writing.

Concerns

If an individual has any concerns about how we are using their personal data then we ask that they contact our Data Protection Officer in the first instance. However an individual can contact the Information Commissioner's Office should they consider this to be necessary, at <https://ico.org.uk/concerns/>.

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:
Mel Jacob, 01225 768641