



# Bellevue Place

EDUCATION TRUST

## **BPET Privacy Notice – Job Applicants**

|                       |                                                                                     |
|-----------------------|-------------------------------------------------------------------------------------|
| Signed:               |  |
| Chair of Trust Board: | Claire Delaney                                                                      |
| Approved:             | 1 February 2023                                                                     |
| Renewal:              | 3 Years                                                                             |
| Review Date:          | September 2025                                                                      |

## Contents

|                                     |   |
|-------------------------------------|---|
| Contents.....                       | 3 |
| 1. Introduction .....               | 4 |
| 2. Document Purpose.....            | 4 |
| 3. Definitions.....                 | 4 |
| 4. Privacy Notice - Applicant ..... | 4 |

## 1. Introduction

- 1.1.1 Under the data protection law, individuals have a right to be informed about how the Trust and its Academies use any personal data that is held about them. We, the Bellevue Place Education Trust, comply with this right by providing Privacy Notices to individuals where we are processing their personal data.
- 1.1.2 We take great care in ensuring a safe and secure application and recruitment experience. The information you submit to us via our website, Applicant tracking system, social media channels, or third party job platforms, is for the sole purpose of employment opportunities with the Bellevue Place Education Trust and will only be used for the purposes set out in this policy.

## 2. Document Purpose

- 2.1.1 The purpose of this Privacy Notice is to explain how the Trust collects, stores and uses personal data about individuals who are applying to work at our Academies and in our head office.

## 3. Definitions

- 3.1.1 **Trust** means all Academies within the Bellevue Place Education Trust, as well as Head Office and central services operations.
- 3.1.2 **Executive Leadership Team** means the Chief Executive Officer (“CEO”) and the direct line management reports of the CEO (the “Directors”).
- 3.1.3 An **Applicant** is deemed to be an individual seeking employment who may register an interest in employment opportunities, or complete an electronic form(s) as part of the recruitment process. Applicants are required to complete mandatory requests for information as part of this process, and will remain an applicant until the contractual commencement of employment.

## 4. Privacy Notice - Applicant

### 4.1 Data Controller and Processors

- 4.1.1 The Bellevue Place Education Trust is the Data Controller for the purpose of Data Protection law and therefore will determine the purposes for which personal data is processed (the ‘why’ and the ‘how’). Our Academies and authorised 3<sup>rd</sup> parties, e.g. Jobtrain, process and ‘use’ the data on behalf of (under the supervision/control) the Trust and are therefore the data processors.
- 4.1.2 The postal address of the Trust is:  
  
Bellevue Place Education Trust  
Kilburn Grange School  
Brent  
London  
NW6 7UJ
- 4.1.3 The Trust will ensure that your personal data is processed fairly and lawfully, is accurate, is kept secure and is retained for no longer than is necessary.

## **4.2 The Categories of Personal Data BPET Holds**

- 4.2.1 We process data relating to those who we employ, or otherwise engage, to work at our Academies and Head Office. The nature of the personal data we collect, depends on the position you are applying for and the stage of the recruitment process you reach.
- 4.2.2 Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not limited to:
- Personal information, including name, contact details, date of birth, email address and other personally identifiable data which is required in order to process your job application.
  - Characteristics, such as race, ethnicity, nationality and sexual orientation.
  - Financial information, such as your National Insurance Number.
  - Recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process.
  - Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships.
  - Health, including any medical conditions and sickness records.
  - Social Media Account details.
  - Other, including a copy of your driving licence or passport.

## **4.3 Why BPET uses this Data**

- 4.3.1 The purpose of processing this data is to help the Trust and its Academies recruit the right person for the role we have advertised. The personal information I used for various reason, including
- Match your details with job vacancies, to assist us in finding a position that is most suitable for you.
  - Facilitate safer recruitment, as part of our safeguarding obligations towards students.
  - Inform our recruitment and retention policies.
  - Enable ethnicity and disability monitoring.
  - Fulfil contractual obligations with any third parties.
  - To answer any enquiries, you may during the recruitment and on-boarding process.
  - To carry out safeguarding checks in line with our statutory duties.

## **4.4 Our Lawful Basis for Using this Data**

- 4.4.1 We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:
- Fulfil a contract we have entered with you.
  - Comply with a legal obligation in the field of employment, social security and social protection law.

4.4.2 We may also use personal information about you where:

- You have given us consent to use it in a certain way e.g. pre-employment screening, safeguarding checks , including social media account screening and reference requests.

4.4.3 Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

4.4.4 Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the Trusts use of your data.

#### **4.5 Collecting Information**

4.5.1 The personal information we collect about you comes primarily from applications and other forms and materials you submit to the Bellevue Place Education Trust during the course of your relationship with us.

4.5.2 Whilst the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us. Whenever we seek to collect information from you, we will make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice. However, failure to provide some of the requested information may result in our being unable to carry out our recruitment and pre-employment checks correctly and as efficiently as we would like.

4.5.3 We will try to ensure that all information we hold about you is accurate, complete and up to date, but when we expect you to help us in this regards by promptly notifying us if there are any changes to your personal information

#### **4.6 How BPET Stores the Data**

4.6.1 Personal data will not be retained by the Trust for longer than is necessary in relation to the purpose for which it is collected. Once your application has ended, we will retain your personal application data in accordance with our Records Retention Policy.

#### **4.7 Data Sharing**

4.7.1 We will not share personal information about you with any third party without your consent unless the law and our policies allows us to do so.

4.7.2 We may share personal information about you with trusted external service providers (third parties) for the purpose of:

- Providing services such as references, qualification checks, criminal reference checking services (Enhanced DBS as required), verification of the details you have provided from third party sources, psychometric evaluations or skills tests.

4.7.3 All our third party service providers are carefully selected, meet high data protection and security standards and are bound by contract to keep any information we share with them confidential.

We only share the personal data with them that is necessary for the services they provide and they will only process that data in accordance with our instructions.

- 4.7.4 We will never rent or sell your data to any third party for their own marketing purposes and we will only disclose your data to another third party without your express consent when we are legally required to do so.
- 4.7.5 As part of the recruitment process we may share your personal information (including sensitive personal information) with one or more of our Academies in order to identify suitable jobs. In such cases we only share information with selected persons of said school or academy.
- 4.7.6 We may also release personal information to regulatory or law enforcement agencies, if they require us to do so.

#### **4.8 Data Usage**

- 4.8.1 When you visit our careers website we may automatically collect information including:
  - Information about your visit, including which areas users access most frequently and which services users access the most. We only use such data in the aggregate form. This information helps us determine what is most beneficial for our users and how we can continually improve our online services to create a better overall experience for our users.
  - Website recording service information, including mouse clicks, mouse movements, page scrolling and any text keyed into website forms. Data collected by this service is used to improve our website usability.
- 4.8.2 Marketing profiling to help us identify services or jobs which may be of interest to you. The information collected is stored and is used for aggregated and statistical reporting, and is not shared with anybody else.
- 4.8.3 Any information collected during the website records will be erased after 6 months, and any personally identifiable data entered will be marked and blanked out. This information cannot be used to identify you as an individual and none of the aggregate information collected will be shared outside of the Bellevue Place Education Trust.
- 4.8.4 If you receive emails from us we may use certain analytics tools to capture data such as when you open our email or click on any links or banners our email contains. This data helps us to gauge the effectiveness of our communications and marketing campaigns.

#### **4.9 Cookies**

- 4.9.1 Cookies are small text files that are placed on your device to help our website provide a better user experience. Cookies are stored on your individual device and you have full control over their use. You may deactivate or restrict the transmission of cookies by changing the settings of your web browser. Cookies that are already stored may be deleted at any time. To find out more about cookies and how to manage or delete them, visit [www.aboutcookies.org.uk](http://www.aboutcookies.org.uk).
- 4.9.2 If you choose to disable cookies, you may not be able to use all the features on our website.

#### **4.10 Transferring Data Internationally**

- 4.10.1 Where you are registered as a candidate on our database in the UK, your personal information will not be accessible by, transferred or duplicated to anyone outside of the Bellevue Place Education Trust without your consent. Where your data may be transferred to any third party

outside the European Economic Area (EEA) we will give you the opportunity to withhold your consent to such a transfer.

- 4.10.2 If we do transfer your personal data to a third party outside the EEA, we will only do so if they have been deemed to provide an adequate level of protection for personal data by the European

#### **4.11 Other Websites**

4.11.1 Please note that clicking on links and banner advertisements may result in your transferral to another website - where data privacy practices may be different to that of the Bellevue Place Education Trust.

4.11.2 Visitors should consult the other websites' privacy policies as we are not responsible for, and have no control over, information that is submitted to or collected by these third parties.

#### **4.12 Your Rights – How to Access Personal Information we hold about you**

4.12.1 Under data protection laws, individuals have a right to ask the Trust for a copy of the information we hold about you. As part of this process we may ask you to verify your identity and ask for more specific information about your request. Where we are legally permitted to do so, we may refuse your request and will give you reasons for doing so.

4.12.2 Individuals also have other rights regarding how their personal data is used and kept safe. These include having 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 (by a computer or machine, rather than by a person).
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing.

4.12.3 To exercise any of these rights, please contact the Bellevue Place Education Trust Data Protection Officer (DPO). Contact details can be found in section 4.16.

#### **4.13 Equal Opportunities**

4.13.1 The Trust is an equal opportunities employer and a company committed to diversity. This means that all job applicants and members of staff will receive equal treatment and

that we will not discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age.

- 4.13.2 As part of our commitment to equal opportunities we may from time to time use information provided by you for the purposes of diversity monitoring. All such information will be used on an anonymised basis.

#### **4.14 Complaints**

- 4.14.1 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 concerns about our data processing, please raise this with the DPO in the first instance.

- 4.14.2 Alternatively, you can make a complaint to the Information Commissioners 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

#### **4.15 Contact Details**

- 4.15.1 If you have any questions, concerns or would like more information about anything mentioned in this Privacy Notice please contact our DPO, details below:

- [dataprotectionofficer@bpet.co.uk](mailto:dataprotectionofficer@bpet.co.uk)