

# **Excalibur Academies Trust**

## **Privacy Notice for Applicants**

(How we use recruitment information)

Under data protection law, individuals have a right to be informed about how the Trust uses any personal data held 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 or roles with our schools or supporting central services teams. The level of information collected may vary subject to an applicant being successful, or the stage of the recruitment process they reach.

We, Excalibur Academies Trust, are the 'data controller' for the purposes of data protection law. Our Data Protection Officer can be contacted via [dpo@excalibur.org.uk](mailto:dpo@excalibur.org.uk)

Successful candidates should refer to our Privacy Notice for the school workforce for information about how personal data is collected, stored and used.

### **The personal data we hold**

We process data relating to those applying to work or support in a non-employed capacity at our schools and central functions. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Personal information (i.e. name, DOB, address, contact details, teacher number, NI number, etc.)
- Special categories of data including characteristics information such as gender, age, ethnic group, pre-employment health declaration, relevant medical history etc.
- Copies of right to work documentation
- Confirmation from a Disclosure and Barring application
- References
- Evidence of qualifications
- DBS disclosure, QTS evidence and validation and section 128 check where necessary
- CCTV images captured in school
- Employment records, including work history, job titles, training records, professional memberships and work absence information
- Evidence of online searches being undertaken (after the shortlisting process has been completed), undertaken in accordance with our mandatory safeguarding responsibilities

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 or other adjustment requirements

## Why we use this data

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

- Enabling us to establish relevant experience and qualifications
- Facilitating safe recruitment, as part of our safeguarding obligations towards students and our wider community
- Enabling equalities monitoring
- Ensuring that appropriate access arrangements can be provided for candidates that require them

## Our lawful basis for processing your data

We only collect and use personal information about you when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need to perform an official function in the public interest
- We have a legitimate interest in processing the data

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Where we have obtained consent to use your personal data, this consent can be withdrawn at any time. Consent can be withdrawn by contacting [dpo@excalibur.org.uk](mailto:dpo@excalibur.org.uk).

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the Trust's use of your data. While the majority of the information we collect from you is mandatory, some of it is provided on a voluntary basis.

Whenever we seek to collect information from you, we will make it clear whether you must provide this information to progress your application or whether you have a choice.

## Retention of Records

The Trust is legally required to undertake pre-employment checks and, if an applicant is successful in their application, the Trust will retain on the employment file any relevant information provided, as part of the application process. This will include copies of documents to verify identity, right to work in the UK, medical fitness and qualifications. Medical information may be used to help the Trust to discharge its obligations as an employer e.g. to that the Trust may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issues.

This documentation will be retained by the Trust for the duration of employment and after that will be retained for a period of 7 years. The Trust will ensure information is securely disposed of.

If applicants are unsuccessful, all documentation will be retained for a period of six months and then safely and securely destroyed or deleted.

## **Who we share recruitment information with**

We routinely share information with:

- Staff and schools within the Trust

## **How we share recruitment information**

We do not share information about our recruitment with anyone without consent unless the law and our policies allow us to do so.

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

Where it is legally required or necessary (and it complies with Data Protection law), we may share personal information about you with:

- our Local Authority or Diocese, or the Government – to meet our legal obligations to share certain information with, such as shortlists of candidates for a Headteacher or Trustee position
- Suppliers and service providers – to enable provision of contracted services
- Professional advisers and consultants
- Employment agencies

Particularly strict rules of access apply in the context of 'special category' data, most notably medical records, or matters connected with safeguarding files.

## **International Data Transfers**

We do not routinely transfer your personal data to a country or territory outside the UK. If this becomes necessary, we will ensure that appropriate safeguards are in place in accordance with the UK GDPR and Data Protection Act 2018.

## **Your rights regarding your personal data**

Under data protection legislation, you have the following rights regarding your personal data:

- Right to be informed

You have the right to be informed about the collection and use of your personal data. This privacy notice is part of our commitment to transparency.

- Right of access

You can request access to the personal data we hold about you, free of charge in most cases.

- Right to rectification

You have the right to request that we correct any inaccuracies in your personal data.

- Right to erasure

In certain circumstances, you can request the deletion or removal of personal data we hold about you (the "right to be forgotten").

- Right to restrict processing

You have the right to request that we limit the processing of your personal data in certain circumstances.

- Right to data portability

You have the right to obtain and reuse your personal data for your own purposes across different services.

- Right to object

You can object to the processing of your personal data where we are relying on legitimate interests or performing a task in the public interest. You also have an absolute right to object to the use of your personal data for direct marketing purposes.

- Rights related to automated decision-making, including profiling

You have the right not to be subject to a decision based solely on automated processing (including profiling) that produces legal effects or similarly significant effects on you.

- Right to withdraw consent

Where we are processing your personal data based on your consent, you have the right to withdraw that consent at any time.

If you wish to exercise any of these rights, please contact our Data Protection Officer on [dpo@excalibur.org.uk](mailto:dpo@excalibur.org.uk).

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance, using the email address [dpo@excalibur.org.uk](mailto:dpo@excalibur.org.uk). Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>