

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

Successful candidates should refer to our Privacy Notice for the school workforce for information about how personal data is collected, stored and used. This is available in each of the schools' websites and on the main Trust Hub.

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, etc.
- Copies of right to work documentation
- Confirmation from a Disclosure and Barring application
- References
- Evidence of qualifications
- CCTV images captured in school
- Employment records, including work history, job titles, training records and professional memberships
- Evidence of online searches being undertaken (after the shortlisting process has been completed) exploring "public media" (i.e. international, national or local news reports from the areas the applicant has lived during their adult life), undertaken in accordance with our mandatory safeguarding responsibilities
- LinkedIn as this is considered a "professional" social media (other social media may not be explored as this is not considered an "open source" or "publicly available")

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

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 will be retained for a period of 7 years. The Trust will ensure information is securely disposed.

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

The lawful basis on which we process this information

We only collect and use personal information about you when the law allows us to. Most commonly, this is where we need to comply with a legal obligation or carry out a task in the public interest.

We collect and use information for the sole purpose of recruitment. Less commonly, we may also use personal information about you where you have given us consent to use it in a certain way. If we need to protect your vital interests (or someone else’s interests), or where we believe we have legitimate interest in processing the data. 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.

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, there is some data you can choose whether or not to provide.

Whenever we seek to collect information from you, we will make it clear whether you must provide this information to progress your application (and the consequences of not complying), or whether you have a choice.

Who we share recruitment information with

We routinely share information with:

- Staff and schools within the trusts

Why we share school 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:

- Government or our Local Authority – 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.

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with Data Protection law.

Requesting access to your personal data

Under data protection legislation candidates have the right to request access to information about them that we hold. To make a request for your personal information, contact the Data Protection Officer on dpo@excalibur.org.uk.

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

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. Alternatively, you can contact the Information Commissioner’s Office at <https://ico.org.uk/concerns/>