



PRIVACY NOTICE

RECRUITMENT APPLICANTS

NOTICE

INTRODUCTION

Being transparent and providing accessible information to individuals about how we use personal information is a key element of the Data Protection Act and the General Data Protection Regulation (Regulation (EU) 2016/679).

This data is collected in a number of ways but namely via application forms and/or CV's and visitor signing in books/systems. This document provides information on the data collected and how it is used.

THE CATEGORIES OF INFORMATION THAT WE PROCESS INCLUDE:

- Personal identifiers for you (such as name, address, teacher reference number, National Insurance number);
- Equal Opportunities Information (your gender, race or ethnicity, religion or belief, sexual orientation, age, disabilities);
- Nationality and entitlement to work in the UK;
- Criminal Records;
- Employment records (job titles, work history, working hours, training records, professional memberships);
- Education and Qualifications;
- Reference information gathered from your previous employer(s), educational institutions or character references;
- Photographic and other forms of ID such as driving licence, passport, utility bills or bank statements;
- Marital status;
- CCTV footage;
- The dates and times you visited our school and the reason, e.g. interview;
- Vehicle registration number (if you have used parking facilities at the school).

PROCESSING PERSONAL INFORMATION

The Data Protection Act 2018 and the EU General Data Protection Regulation ensure that we comply with a series of data protection principles when processing personal data. These principles are there to protect you and they make sure that we:

- Process all personal information lawfully, fairly and in a transparent manner;
- Collect personal information for a specified, explicit and legitimate purpose;
- Ensure that the personal information processed is adequate, relevant and limited to the purposes for which it was collected;
- Ensure the personal information is accurate and up to date;
- Keep your personal information for no longer than is necessary for the purpose(s) for which it was collected;
- Keep your personal information securely using appropriate technical or organisational measures.



PRIVACY NOTICE RECRUITMENT APPLICANTS NOTICE

WHY WE COLLECT AND USE PERSONAL INFORMATION

The personal data we collect is essential for our Trust to run recruitment processes and meet legal requirements.

We collect and use your information to:

- Ensure your health and safety needs are met whilst on site (such as during evacuations)
- Make decisions based on fact; (such as shortlisting, interviewing and selecting)
- To monitor fair and consistent treatment of applicants (including equal opportunities)
- To keep our pupil's safe;
- To make sure that we can provide any reasonable adjustments in relation to your physical or mental health;
- To comply with employment law obligations.

INFORMATION SHARING AND CONSENT

We will only collect information that is necessary for the reason we have requested it and we will not use it for any other purpose. We do **not** share information about you with anyone without consent unless the law and our policies allow us to do so. We may not require your consent, for example:

- To protect a child, vulnerable adult, or member of the public;
- Where the disclosure is necessary for the purposes of the prevention and/or detection of a crime;
- Tax or duty assessment;
- Required by court or law.

We will only ever share information if we are satisfied that our partners or suppliers have sufficient measures in place to protect your information in the same way that we do.

We will never share personal information for marketing purposes.

RETENTION PERIODS

We will not keep data for longer than we need it. Data will be retained in line with the school's data retention policy as follows:

- For successful candidates: information will form part of staff records. Please see our privacy notice for 'Staff' for further information.
- For unsuccessful candidates: 6 months from the date of appointment of the successful candidate.
- Personal Data will be safely destroyed or deleted when it is no longer needed.

INDIVIDUAL RIGHTS REGARDING PERSONAL DATA

Under data protection legislation, you have rights in relation to information about you that we hold. You have the right:

- To be informed via Privacy Notices such as this;
- To ask us for access to information about you that we hold;



PRIVACY NOTICE RECRUITMENT APPLICANTS NOTICE

- To have your personal data rectified, if it is inaccurate or incomplete;
- To request the deletion or removal of personal data to prevent processing unless we have a legal obligation to process your personal information;
- To restrict our processing of your personal data (i.e. permitting its storage but no further processing);
- To data portability. We need to be able to provide you with your personal data in a structured, commonly used, machine readable form when asked;
- To object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics;
- Not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

To make a request under any of your rights please contact the Data Protection Officer.

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

LAST UPDATED

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated October 2019.

DATA CONTROLLER

Discovery Multi Academy Trust is registered as a data controller with the Information Commissioner's Office (registration number: ZA240694).

CONTACT

If you would like to discuss anything in this privacy notice, please contact: our Data Protection Officer, Liz Easterbrook in writing at Finance, Plymouth City Council, Ballard House, West Hoe Road, Plymouth, PL1 3BJ, by telephone on 01752 398380 or by email at dataprotectionofficer@plymouth.gov.uk