

## Privacy Notice for Job Applicants

(to be used in conjunction with the  
St Ralph Sherwin Multi Academy Trust Data Protection Policy)

Under Data Protection law, individuals have a right to be informed about how the St Ralph Sherwin Multi Academy Trust (or, 'the Trust') or its academies 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 within our Trust.

### The Personal Data We Hold

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Copies of right to work documentation
- References
- Evidence of qualifications
- Employment records, including work history, job titles, training records and professional memberships

We may also collect, use, store and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to:

- Information about race, ethnicity, religious beliefs, sexual orientation and political opinions
- Information about disability and access requirements
- Photographs and CCTV images captured in school

We may also collect, use, store and share (when appropriate) information about criminal convictions and offences.

We may also hold data about you that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service in respect of criminal offence data.

We also have statutory obligations that are set out in 'Keeping Children Safe in Education' and other guidance and regulations.

## Why We Use This Data

We use the data listed above to:

- Enable us to establish relevant experience and qualifications
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Enable equalities monitoring
- Ensure that appropriate access arrangements can be provided for candidates that require them

## Our Lawful Basis for Using This Data

We must make sure that information we collect and use about the school workforce is in line with the GDPR and Data Protection Act. This means that we must have a lawful reason to collect the data, and that if we share that with another organisation or individual, we must have a legal basis to do so.

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

- Comply with a legal obligation
- Carry out a task in the public interest
- Where we have legitimate interests in processing the data – for example, the use of photographs to enable us to clearly identify you in the event of an emergency evacuation

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 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 school's use of your data.

## Collecting This Information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with Data Protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities
- Government departments or agencies
- Police forces, courts, tribunals

## How We Store This Data

Personal data relating to the school workforce is stored in line with the Trust's Data Protection Policy.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected. A full list of data retention periods is available in the Trust's Records Retention Schedule

## Data Sharing

We keep personal information about you during the application process. We may also keep it beyond this if this is necessary. Our Records Retention policy sets out how long we keep information about applicants.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We will dispose of your personal data securely when we no longer need it.

## Who We Share Data With

We do not share information about you with any third party without 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 – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- Suppliers and service providers – to enable them to provide the service for which we have contracted, such as HR and recruitment support
- Professional advisers and consultants
- Employment and recruitment agencies

## Requesting Access to Your Personal Data

Under Data Protection legislation, you have the right to request access to information that we hold about you. 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
- claim compensation for damages caused by a breach of the Data Protection regulations

### Other Information

There is additional information about how we manage, store and protect data in the Data Protection Policy on the website. The policy includes details about how to contact the Information Commissioner or our Data Protection Officer if you have a query or concern about how data is being used or retained.

### This Notice

The Trust may update this Privacy Notice from time to time. Any substantial changes which affect your rights will be provided to you directly as far as is reasonably practicable.