

Privacy Notice for Job Applicants

East Midlands Academy Trust (the Trust) is the data controller for all information gathered about job applicants within its Academies and ancillary functions.

In this document the Trust is referred to as 'We' or 'Ours'. Job applicants are referred to as 'You' or 'Your'.

Successful applicants should refer to our privacy notice for staff for information about how their personal data is stored and collected.

Much of the information we collect is classed as 'personal data' and our use of it is covered by a set of rules called the General Data Protection Regulation (GDPR) and the Data Protection Act (2018).

This document tells you more about:

- The information we collect
- What we use the information for
- How your information is stored and how long we keep it
- What rights you have to the information

What Information do we collect and use about job applicants?

We collect many different categories of information, for example:

- Personal details
- Contact details
- Proof of your right to work in the UK
- Information entered on the application form
- CV
- Qualifications
- Details of your employment history including job titles, salary and working hours
- Details of your referees and references

We also are required to collect and use information that is given additional protection under the GDPR, for example;

- Information regarding your criminal record as required by law to enable you to work with children
- Your racial or ethnic origin, gender and sexual orientation, religious or similar beliefs

We may also collect information after the shortlisting and interview stage in order to make a final decision on where to recruit, including criminal record information and references. We may also ask about details of any conduct, grievance or performance issues, appraisals and attendance details from references provided by you.

We may collect this information from you, your referees, your education provider, relevant professional bodies the Home Office and from the DBS.

Why we collect and use this information

We use the information for some, or all, of the, reasons below;

- To enable you to work for us
- To support you in teaching and learning
- To maintain a safe environment for our pupils
- To provide appropriate pastoral care for our students
- To ensure your health and safety
- To take steps to enter into a contract with you
- To comply with a legal obligation (such as health and safety legislation, under statutory codes of practice and employment protection legislation)

The legal basis for using this information

Depending on the purpose, our use of your information will be legal due to one of the following:

- Informed consent given by you [Article 6(1)(a)]
For example: The use of banking information in our payment service
- To meet the terms of a contract
For example: Recording the amount of annual leave you have taken
- To meet a legal requirement [Article 6(1)(c)]
For example: Providing information to HMRC
- To protect the vital interests of you or someone else [Article 6(1)(d)]
For example: Giving your contact details to emergency services
- Delivering a public task [Article 6(1)(b)]
For example: Keeping records of meeting with parents

Where we use special category personal data we process this under the following exemptions from Section 9 of GDPR:

- Explicit consent given by you [Article 9(2)(a)]
For example: The use of biometric information to identify you for our catering system
- Information used in the field of employment [Article 9(2)(b)]
For example: Using information about ethnic origin for equality monitoring purposes
- To protect the vital interests of you or someone else [Article 9(2)(c)]
For example: providing details of any medical conditions you have in the event of an emergency
- For substantial public interest [Article 9(2)(g)]
For example: Using information about your health to ensure a safe working environment

Storing your personal data

Some of the personal data that we collect, and use, is added to your recruitment file.

Except as otherwise permitted or required by applicable law or regulation, the School only retains personal data for as long as necessary to fulfil the purposes they collected it for, as required to satisfy any legal, accounting or reporting obligations, or as necessary to resolve disputes.

How long we keep your information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed.

If you'd like to know how long we keep a specific piece of personal data, please contact the Data Protection Officer whose details can be found at the end of this Privacy Notice.

Sharing your personal data

At times we will share your personal data with other organisations and people. We will only do this when we are legally required to do so, when our policies allow us to do so or when you have given your consent.

Examples of people we share personal data with are:

- Academic or regulatory bodies to validate qualifications/experience (for example the teaching agency)
- Referees
- [Your local authority]
- HMRC
- The Department for Education
- Recruitment and supply agencies
- Police forces and Courts
- The DBS
- Recruitment and supply agencies

Where we share your personal data with someone who is a supplier or service provider we have taken steps to ensure that they treat your personal data in a way that meets the requirements of the GDPR.

Your rights to your personal data

You have rights relating to the personal data that we collect and use. Depending on the legal basis we are using the information you have different rights. If we are using your personal data based on your consent, you can withdraw that consent and we will stop using that personal data.

Withdrawing your consent will need to be recorded in writing, please contact the Data Protection Officer.

The right to be informed:

If you ask us, we must tell you if we are collecting or using your personal data.

If we are collecting or using your personal data, you have:

The right of access to your personal data

You have the right to view the personal data that we hold about you, to receive a copy of the data and to be given more information about the data including any transfer to countries who do not fall under the requirements of the GDPR.

Some information we hold can not be accessed in this way. If you ask for information that is not available, there may be other ways of accessing it and we can help you.

To have access to your personal data we will need to collect details of what you want and in the first instance you can contact the Data Protection Officer whose details can be found at the end of this Privacy Notice. You will also need to supply us with standard information to verify your identity.

Other rights

You also have rights to ask us to correct inaccurate personal data, to ask us to stop using it or to object to us using it. For some data you may have the right to ask us to erase it, or to provide it in an electronic format that you can give to someone else. For some personal data if we are subjecting it to automated decision making then you have the right to object to this as request that a person is involved.

You will be given full details of these rights if you request access to your personal data or you can ask the Data Protection Officer.

Who to contact

The Trust has the responsibility to ensure that your personal data is protected. It is called the **data controller**.

All members of staff work for the data controller.

We recommend that you contact the data protection administrator if you have any questions:

Name of Person: Daryl Unitt
email address: daryl.unitt@emat.uk
Contact number: 07342 712201
Contact address: East Midlands Academy Trust,
Pyramus House, Roman Way,
Grange Park,
Northampton,
NN4 5EA

Schools are also required to have someone called a Data Protection Officer or DPO. The DPO advises the school about issues to do with data protection, but can also help you, if you have a problem. Our Data Protection Officer is:

Name of DPO: GDPR Sentry Limited
email address: support@gdprsentry.com
Contact number: 0113 804 2035
Contact address: Unit 434 Birch Park,
Thorp Arch Estate,
Wetherby,
West Yorkshire,
LS23 7FG

If you have any questions about this privacy notice please contact the data protection administrator or the Data Protection Officer.

If you have a concern about the way we are collecting or using your personal data, we request 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/> or call 0303 123 1113.