



TyneCoast
Academy Trust

Job Applicant Privacy Notice

Approved by:	Tyne Coast Academy Trust Board	Date: 17 October 2024
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Last reviewed:	October 2024
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Next review:	October 2027
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1. Introduction

Tyne Coast Academy Trust (“TCAT”, “us”, “we”, “our”) are committed to protecting your privacy and meeting our legal obligations when you apply for a job or you (or an agent acting on your behalf) share your employment details with us.

This privacy notice explains what Personal Data we collect and use relating to employment and associated candidates (“you”, “your”) during the recruitment process.

We place great importance on ensuring the quality, confidentiality, integrity and availability of the data we hold, and in meeting our data protection obligations where we process Personal Data. We are committed to protecting the security of your Personal Data. We use a variety of technical and organisational measures to help protect your Personal Data from unauthorised access, use or disclosure.

We update this privacy notice from time to time in response to changes in applicable laws and regulations, and to our processing practices. When changes are made, we will update the ‘Last Review’ date at the top of this document.

2. What Personal Data Do We Process?

Personal Data means any information about an individual from which that person can be identified, therefore does not include data where the identity of the person has been removed (anonymous data). There are “special categories” of more sensitive Personal Data which require a higher level of protection. Tyne Coast Academy Trust is the Controller of the Personal Data we hold about you, registered in the UK with the Information Commissioner’s Office (“ICO”), registration number ZA362655.

When you apply for a position, whether as an employee, worker, consultant, contractor or intern, or submit your application form (or similar employment information) to us, whether directly or through an agency, or attend an interview in person or by remote means, we will collect your Personal Data. This may include (but is not limited to):

- Name and contact details (address, mobile phone number and email address);
- Company details (where applicable);
- Date of birth and gender;
- Work history and employment positions held;
- Salary, other compensation, and benefits information;
- Nationality / visa / right to work information (where applicable);
- Academic and professional qualifications, professional memberships, education and skills;
- Photographs you may submit with your application;
- Demographic information;
- Records we create during interviews, online assessments or correspondence with you;
- Results of pre-employment screening checks such as references or DBS checks (where applicable); and
- Any other information you choose to give us.

We may also collect special category data in accordance with the Equality Act 2010. We will only do this, for example, to make reasonable adjustments to enable all candidates to apply for vacancies, attend interviews and to commence employment. This is also necessary to ensure we meet our legal obligations when recruiting.

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 collected from third parties, including other schools and academies, and the Disclosure and Barring Service in respect of criminal offence data.

3. Purposes And Bases For Using Your Personal Data

We will process your personal information for the following purposes and under the following lawful bases:

Purpose	Lawful Basis for Processing
To respond to your employment enquiry.	We have a legitimate interest to contact you regarding your application, to arrange an interview and to inform you of your progress through the recruitment process.
To assess your suitability for the role.	Processing is necessary for taking steps to enter into a contract with you or for the performance of our contract with you.
To make reasonable adjustments for you during the interview process and comply with our legal obligations under the Equality Act 2010.	Processing is necessary for us to comply with our legal obligations. For special category data, the additional basis that we rely on relates to our obligations in the field of employment and the safeguarding of your fundamental rights.
To conduct pre-employment screening checks including checking your identity and your right to work in the UK.	Processing is necessary for us to comply with our legal obligations. For special category data, the additional basis that we rely on relates to our obligations in the field of employment and the safeguarding of your fundamental rights.
To contact unsuccessful applicants about future suitable vacancies.	Processing is necessary through our legitimate interest of searching for suitable candidates for future vacancies, based on their skills set out in the records we hold about candidates.

4. Sensitive Personal Data

We will only process sensitive 'special category' Personal Data where we meet one of the conditions required by law for doing so. This includes complying with legal obligations or exercising specific rights in the field of employment law. We may also ask for your explicit consent to process some special categories of Personal Data.

We process special categories of Personal Data when we collect or process information about your physical or mental health, or disability status, to ensure your health and safety in the workplace and to assess your fitness to work and to provide appropriate workplace adjustments.

5. Sharing Your Information

We may share your Personal Data with service providers and suppliers to our business who process data on our behalf. In such cases, our service providers and suppliers are data processors and may only use the data in line with our instructions and not for any other purpose. This and other obligations are agreed in the written contract between Tyne Coast Academy Trust and the service providers and suppliers.

Where we need to transfer or store your Personal Data outside the UK, we will only do so relying on either an Adequacy Regulation (the UK equivalent of an EU Adequacy Decision), the UK International Data Transfer Agreement (the UK equivalent of the EU-approved Standard Contractual Clauses), or another approved international data transfer mechanism, which contractually obliges third party organisations in those countries to comply with the same data protection standards as legislated within the UK.

Where it is legally required, or necessary (and it complies with UK data protection law) we may share your Personal Data with:

- Local authorities – to meet our legal obligations to share certain information, such as safeguarding concerns;
- Our regulator (Ofsted);
- Our auditors;
- Professional advisers and consultants; or
- Employment and recruitment agencies.

Within the Tyne Coast Academy Trust, your Personal Data will only be shared with those who need to have access to it, which will primarily be our HR personnel, hiring managers and IT staff.

6. How Long Will We Retain Your Information

We will retain your Personal Data for only as long as is necessary for the recruitment process. If your candidacy is successful and you are employed or hired by us, your data will be processed and retained as set out in our employee privacy notice, provided to you with your employment paperwork.

If your candidacy is not successful, we will retain your CV, application details and interview notes for

6 months from the date we notified you we would not move forward with your application, to inform you about any future vacancies we have that may be of interest to you. Please let us know if you would like us to delete your records before our retention period lapses and we will do so.

We will also retain Personal Data where it is necessary to comply with our legal obligations or as necessary in relation to legal claims. This is rare but may mean we need to retain your data for longer than 6 months.

7. Your Rights

Individuals whose Personal Data we process have the following rights:

- You have the right of access to your Personal Data and can request copies of it and information about our processing of it;
- If the Personal Data we hold about you is incorrect or incomplete, you can ask us to rectify or add to it;
- Where we are using your Personal Data with your consent, you can withdraw your consent at any time;
- Where we are using your Personal Data because it is in our legitimate interests to do so, you can object to us using it this way;
- In some circumstances, you can restrict our processing of your data, request a machine-readable copy of your Personal Data to transfer to another service provider and compel us to erase your Personal Data; and
- Automated decision-making. You have the right not to be subject to a decision based solely on automated processing which will have a legal or similar effect on you.

We may use automated screening tools as part of our application process. The answers you provide to one or more of the questions (excluding any special categories / equal opportunity questions) may result in your application being automatically declined. This technology is used to help us manage the high volume of applications we receive.

If you wish to exercise any of your rights, please contact us at dpo@tynecoast.academy

You will not have to pay a fee to access your Personal Data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

In addition to the above, please note that you have the right to make a complaint at any time to the [ICO](#) if you are concerned about the way in which we are handling your Personal Data.

The Information Commissioner's Office can also be contacted by telephone on 0303 123 1113.

8. Contact Us & Our Data Protection Officer

If you have any questions or would like more information about anything mentioned in this privacy notice, please email dpo@tynecoast.academy

We have appointed Evalian Limited as our Data Protection Officer, they can be contacted by using

the details below:

Evalian Limited
West Lodge
Leylands Farm
1 Nobs Crook, Colden Common
Winchester
Hampshire
SO21 1TH

Email - dpo@evalian.co.uk

Telephone - 03330 500 111

9. Version Control

Version Number	Purpose/Change	Author	Approval	Date
1	Notice first developed, in line with changes to Data Protection Law	C.Pinkney, Operations Manager	Tyne Coast Academy Trust Board	18/10/2018
1.1	Notice updated to reflect further ICO/DfE guidance and provide additional clarification	C.Pinkney, Operations Manager	Tyne Coast Academy Trust Board	12/12/2019
2.0	Notice updated to reflect changes to legislation following Brexit and change to DPO	M Dobrianski HR Manager	Tyne Coast Academy Trust Board	08/07/2021
3.0	Review following updated DfE/ICO guidance	Evalian Limited DPO	Tyne Coast Academy Trust Board	25/10/2022
4.0	Annual review and update	Evalian Limited DPO	Tyne Coast Academy Trust Board	01/10/2023
5.0	Annual review and update	Evalian Limited DO	Tyne Coast Academy Trust Board	17/10/2024