



## Coombe Academy Trust Policy Privacy Notice for Job Applicants

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Policy Owner	S Lawton/GDPR Sentry
Responsible Body	Resources & Infrastructure Committee
Publication	Public

### Equality Statement

We have carefully considered and analysed the impact of this policy on equality and the possible implications for our stakeholders with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations in our community.



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# Privacy Notice – (How we use Job Applicants information)

Coombe Academy Trust is the data controller for information it uses and that used by its Academies.

This privacy notice explains how we collect, store and use personal data about **job applicants**.

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

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 (UK GDPR) and the Data Protection Act 2018. This privacy notice applies to all applicants for all roles, including but not limited to full and part-time positions, permanent and temporary positions, contract and casual positions and volunteer positions. It also applies to anyone filling in our talent pool form. Please refer to our Privacy Notice for Visitors when visiting the Trust/one of our schools.

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

## The personal data we hold

We collect and process data relating to those who apply to work at or be engaged by the Academy/Trust. Subject to the nature of the position, personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details (name, address, email, telephone)
- Copies of right to work documentation
- Age range, marital status, gender
- Current salary and benefits
- National Insurance number
- DfE teacher number (if applicable)
- Copies of right to work in the UK documentation (passport, birth certificate, driving licence, permits, visas)



- Copies of identification (could include the documents listed in the above bullet as well as bank statement, credit card statement, tax statement)
- Referees
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- DBS certificate numbers, dates and any disclosures made; and
- Relationships (and the nature where applicable) to any members of staff or governors

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 requirements
- Trade union membership and
- Health, including any medical conditions, and sickness records

## Why we use this data

The academy/Trust processes data relating to applicants for employment purposes to assist in the recruitment process, including to:

- Enable the Academy/Trust to manage its recruitment process
- Facilitate safer recruitment, as part of our safeguarding obligations towards students
- Ensure the Academy is complying with its legal obligations in relation to the right to work in the UK
- Ensure a candidate is suitable for the role
- Enter in to an employment contract, should you be successful
- Enable ethnicity and disability monitoring in accordance with the Equality Act
- Ensure reasonable adjustments can be made for those applicants who have a disability and
- Ensure a fair recruitment process has taken place
- Create a talent pool

## Our lawful basis for using this data

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



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)
- We have a legitimate interest in processing the information

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/Trust's use of your data.

## Collecting this information

The Academy/Trust collects information in a variety of ways, for example, through:

- Application forms, CVs or covering letters
- Your passport or other identity documents, such as your driving licence
- From third parties such as the DBS in carrying out safeguarding checks, references supplied by former employers
- Forms completed by you as part of the recruitment process or for our talent pool
- Correspondence with you; and/or
- Interviews, meetings or other assessments as part of the recruitment process

In addition,

- The academies also use CCTV cameras around the school site for security purposes and for the protection of staff and pupils
- The academy/Trust records external telephone calls for training and monitoring purposes. Personal data referred to within such a call recording may be transcribed and/or referred to when resolving enquiries or other issues

## How long we store this data

- We will only retain the data we collect for as long as is necessary to satisfy the purpose for which it has been collected and as per our data retention policy
- If you are successful in being appointed to the role, all personal data collected by the Academy/Trust will be processed and transferred to your personnel file (refer to our Privacy Notice for Staff)



- Ongoing collection and processing of your personal data in relation to your employment with the Trust is explained in our privacy notice for staff, which can be found on the Trust website
- If you are unsuccessful in your application, the Academy will retain your personal information for a period of 6 months from the date of application
- Talent pool data will be kept for up to two years from the date of submission, we may contact you at the end of the academic year to ask if you would like us to keep your details in our database for another year

## Data sharing

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:

- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as HR and recruitment support
- Professional advisers and consultants
- Employment and recruitment agencies (if your application came via an agency)

We will not share any data given via our talent pool form without your consent.

## 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, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:



- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted, destroyed, or restrict processing

### **The right of access to your personal data**

You have the right to view the personal data that we hold about 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. You will also need to supply us with standard information to verify your identity.

### **Other rights**

You also have the right 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.

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 school 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 school's data protection administrator via the school's enquiries:

Coombe Boys' School	Headteacher's PA
Coombe Girls' School	Operations Manager
Knollmead Primary School	Headteacher's PA
Green Lane Primary & Nursery School	Headteacher's PA
Robin Hood Primary & Nursery School	Finance & Admin Officer
Coombe Academy Trust	COO



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.





