

# How we use information about people applying for roles with us

---

*This document explains the information we collect about applicants, how and why we collect it, how we use it, who we share it with, and what rights you have. For more information, see our [Data Protection Policy](#).*

## What we collect

We collect information about your:

- personal identifiers (such as your name and any unique reference numbers);
- contact details (such as your address, email address, and phone number);
- suitability (such as your qualifications, employment history, and references);
- characteristics (such as your birth date, ethnic background, and disability status); and
- previous employment (such as your past job titles, responsibilities, and achievements).

We might also record phone calls. This helps us to train our colleagues, make sure phone calls are handled properly, and make sure we have accurate information about what is said in case there's a disagreement. This also means colleagues feel safer because any threatening behaviour can be acted upon more easily.

Some of this information might be sensitive.

For shortlisted applicants, we might also collect information about you that is publicly available online.

For applicants who are offered a role, we also collect additional information about your:

- suitability (such as your records from organisations like the Disclosure and Barring Service).

For applicants who take up an offer for a role, please see our [privacy notice for colleagues](#) to find out how we use information about you throughout your employment with us.

## How we collect it

We get most of this information from you through things like:

- the form you complete when you first apply for the role;
- the references we receive about you; and
- the online searches we complete.

In most cases, you have to give us this information in order to be considered for the role. Sometimes, you will have a choice about whether you want to give us the information.

We also get information about you from other places. This is usually from your previous employer(s), the Local Authority, the Department for Education, and the Disclosure and Barring Service.

## Why we collect it and how we use it

We collect and use this information for different purposes.

### **To help us run our academies** *(public task)*

We have to use this information so that we can run our academies, including to:

- recruit people who are suitably eligible, qualified and experienced;
- make sure our colleagues receive continuous professional development training;
- deploy our colleagues in an effective and efficient way;
- inform the development of policies that support future recruitment and retention.

### **To allow us follow the law** *(legal obligation)*

We have to use some of this information because the law says we must, including to:

- keep our learners safe and look after their wellbeing; and
- monitor equality and diversity.

We often need to use your information for more than one reason.

We need to keep some types of information for longer than others. To find out how long we keep information about you, see our [Retention Schedule](#).

## Who we share it with

Sometimes, we need to share your information with other organisations.

### **By contract** (*contract*)

Sometimes, we need to ask other organisations to help us do things. We might need to share your information with them so they can do that. These organisations are called our “data processors”. The main organisations we work with include:

- [MyNewTerm](#), which gives us the platform we use to carry out recruitment exercises;
- [MHR](#), which gives us the human resources and payroll system we use; and
- [Optima Health](#), which helps us carry out certain pre-employment checks.

Whenever we share your information with a data processor, we will make sure they keep it safe.

## What rights you have

You have rights about how your information is used and kept safe. For example, you can:

- ask to see the information we have about you;
- say that you don’t want us to use it;
- ask us to limit the way we use it;
- ask us to correct it if you think it’s wrong;
- ask us to delete it; and
- complain about how we use it.

If you would like to use any of these rights, you can:

- contact our Data Protection Officer ([dpo@summitlearningtrust.org.uk](mailto:dpo@summitlearningtrust.org.uk)).

If you would like to see the information we have about you, you can [complete this form instead](#).

For more information about your rights, visit the ICO’s website: [www.ico.org.uk/your-data-matters/](http://www.ico.org.uk/your-data-matters/).

## Complaints

We take complaints about data protection very seriously.

If you have any concerns about how we collect or use personal information, please let us know by contacting our Data Protection Officer (see the next section, called “Contact us”).

If you are not happy with the way we respond to your concerns, you can make a complaint to the ICO:

<https://ico.org.uk/make-a-complaint>

0303 123 1113

Information Commissioner’s Office  
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## Contact us

Summit Learning Trust is the data controller for the personal information processed by the Trust and its academies. Our Data Protection Officer is a company called S4S.

If you want to see the information we have about you, please [use this form](#).

If you have any questions or concerns about anything mentioned in this privacy notice, please contact our Data Protection Officer. You can contact them by post or by email:

Data Protection Officer  
Summit Learning Trust (c/o Ninestiles, an Academy)  
Hartfield Crescent, Acocks Green, Birmingham, B27 7QG

[dpo@summitlearningtrust.org.uk](mailto:dpo@summitlearningtrust.org.uk)

If you need to contact Summit Learning Trust for another reason, you can contact us by post or by email:

Summit Learning Trust (c/o Ninestiles, an Academy)  
Hartfield Crescent, Acocks Green, Birmingham, B27 7QG

[enquiry@summitlearningtrust.org.uk](mailto:enquiry@summitlearningtrust.org.uk)