



# **Recruitment Privacy Statement**



## **Recruitment privacy statement**

### **How we use school workforce information**

We process personal data relating to those who apply for work with us. This is to enable judgements to be made about the suitability of applicants for our jobs. It is also to monitor the fairness of our recruitment processes against our aims to be objective and fair in decision making and to monitor the diversity of applicants in comparison to those appointed.

### **The categories of school applicant's information that we collect, process, hold and share**

This includes all that requested on the application form and the Equal Opportunity Monitoring form:

- personal information (such as name, employee or teacher number, national insurance number)
- qualifications (and, where relevant, subjects taught)
- contact information (such as telephone numbers and email addresses);
- contact details for those you have nominated as referees
- address information (such as the known contact address to direct correspondence to);
- Identification documents and photographs

We also collect work absence information from your previous employer after the recruitment process and prior to confirming your appointment

We carry out social media checks in line with Keeping Children Safe in Education, concerns are documented, recorded and discussed during the shortlisting/interview process.

We collect 'sensitive' information where you have agreed to provide it to enable us to monitoring our commitment to equality, as follows:

- Ethnic origin, age, religious belief, sexual orientation, marital status, disability, gender.

### **Why we collect and use this information**

We use your personal data to:

- Assess your suitability for the post you have applied for
- Ensure safe recruitment as part of our statutory duty and safeguarding practice
- inform the development of our recruitment and retention policies
- to contact you directly after the recruitment process
- to contact others known to you, where you have provided their information as a referee and you are shortlisted for interview.

## **The lawful basis on which we process this information**

We collect and process this data in line with the data protection regulations 2018 – when we are allowed to by law. The main reasons why we collect it are as follows:

- To assess your suitability for the job you have applied for
- To meet our legal obligations
- To carry out a task in line with the public interest

We may also use your personal information occasionally where

- We have a legal obligation to inform the police – e.g. if you have been barred from working with children but you have applied for a post in school.
- We have a legitimate reason to process the 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.

## **Storing this information**

We hold school recruitment data securely on file for 6 months after the recruitment process is concluded.

Where you are appointed this data will be held for as long as is necessary as part of your employment record in line with our Personal Records and Data Protection Policy.

Where you are not employed this data will be securely destroyed after 6 months.

Personal data processed for any purpose shall not be kept for longer than is necessary for that purpose or those purposes.

## **Who we share this information with and why**

Where it is legally required or necessary for the performance of our obligations we routinely share this information with external bodies as follows:

- i. Our outside HR support (North Yorkshire Council) – to enable them to advise the school on the recruitment process.
- ii. The recruitment panel and any Education Adviser working with us - this may include Trustees & members of the School Stakeholder Groups – as part of the recruitment process if they are on the interview shortlisting or interview panels.
- iii. The Police, courts and tribunals – to report concerns and respond to enquiries where we are obliged to do so.

## **Requesting access to your personal data**

Under data protection legislation, you have the right to request access to information about you that we hold, this would be in the form of a subject access request. To make a request please visit <https://hcat.uk/our-trust-documentation/contact> to download a copy of the request form. Alternatively, you can contact our data protection officer Mrs Laura Lattimore 01482 375248 or email [dpo@hcat.org.uk](mailto:dpo@hcat.org.uk) to request a copy of the form.

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

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance.

Alternatively, you can contact the Information Commissioner's Office on 0303 123 1113 or visit <https://ico.org.uk/concerns/>

## **Complaints**

If you have a complaint about the way the Trust is retaining and sharing your data please contact the Trust's data protection officer.

If you are not satisfied with the way your complaint is dealt with you can contact the Information Commissioners Office as follows:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## **Further information**

If you would like to discuss anything in this privacy notice, please contact:

Mrs Laura Lattimore, 01482 375248 or [dpo@hcat.org.uk](mailto:dpo@hcat.org.uk)

The notice above has been adapted from the DfE model privacy notice for schools