



Privacy Notice for Job Applicants

Person responsible for this document:	
Compliance Department	
Reviewed by:	Date:
J Culham	December 2024
Approved and signed by:	Date:
A Osborne	11/02/2025
Cycle of Review:	1 Year
Next Review Date:	December 2025

Under UK data protection law, individuals have a right to be informed about how the University of Kent Academies Trust (UKAT) uses any personal data we hold about them. We comply with this right by providing 'Privacy Notices' to individuals where we are processing their personal data.

This Privacy Notice explains how we collect, store and use personal data about individuals applying for jobs at the UKAT.

The UKAT is regarded as the 'data controller' for the purposes of data protection law. Our Data Protection Officer (DPO) is Julia Culham (see 'Contact us' below).

Successful candidates should refer to our Privacy Notice for Staff for information about how their personal data is collected, stored and used. A copy of the Privacy Notice for staff is available from the [UKAT website](#).

Key Points Summary:

- We collect personal data to facilitate recruitment and ensure compliance with safeguarding obligations
- You have rights over your personal data, including access, rectification, and deletion
- We will not share your data without lawful basis or your consent
- Contact us for any queries or to exercise your rights (details below)

The Personal Data We Hold

We may collect, use, store and share (when appropriate) the following personal data:

- Contact details, contact preferences, identification documents
- Right to work documentation
- References
- Evidence of qualifications
- Employment records: work history, job titles, training records and professional memberships excluding Trade Union membership

We may also collect, use, store and share (when appropriate) special category data, including but not limited to:

- Sensitive information: race, ethnicity, religious beliefs, sexual orientation and political opinions
- Health
- Genetics
- Biometrics (where used for ID purposes)
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Our collection and processing of your data (personal and special category) is done in accordance with UK GDPR; particularly article 6 and 9.

We may also, collect and use information about criminal convictions and offences, as well as data received from other organization such as schools, social services, or the Disclosure and Barring Service (DBS).

Why We Use This Data

We process personal data to:

- Establish relevant experience and qualifications
- Facilitate safe recruitment, ensuring compliance with safeguarding obligations
- Monitor equality and diversity
- Provide appropriate access arrangements for candidates

Marketing Purposes

Where you have given consent, we may send you marketing information about Trust or Academy events, campaigns, charitable causes or services of potential interest. Examples include:

- Open days or community events hosted by the Trust or Academy
- Workshops, training sessions, or webinars
- Fundraising campaigns
- Awareness campaigns related to education, mental health, or sustainability
- Volunteering recruitment drives wellness programs

You can withdraw consent or 'opt out' of marketing communications at any time by contacting us (see 'Contact us' below).

Automated Decision Making and Profiling

We do not currently process personal data through automated decision making or profiling. If this changes, we will update this Privacy to explain the processing and your rights.

Lawful Basis for Using This Data

We process personal data where the law allows us to, including:

- Legal obligation: Complying with the law
- Public interest: Performing tasks in the public interest

In other situations, we may process personal data where:

- Consent: You have given consent

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You may withdraw consent at any time. If applicable, we will explain how to withdraw consent when requesting it.

Special Category and Criminal Conviction Data

We process special category data under a lawful basis (Article 6) and fulfil at least one of the conditions stipulated (Article 9) in the [UK GDPR](#). Article 6 lawful basis includes the following:

- The data subject has given consent to the processing of his or her personal data for one or more specific purposes;
- Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
- Processing is necessary for compliance with a legal obligation to which the controller is subject;
- Processing is necessary in order to protect the vital interests of the data subject or of another natural person;
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;
- Processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.

Article 9(2) conditions; at least one of these statutory conditions must be met by us at the time we process your special category data. The conditions includes where processing is done on the basis of:

- Explicit consent
- Employment, social security, or social protection law
- Vital interests
- Legitimate activities with appropriate safeguards

Collecting this Data

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities
- Government departments or agencies
- Police forces, courts, tribunals

Where data collection is mandatory, we will explain the consequences of not providing the requested information.

How We Store this Data

We retain personal data about you, for the duration of the recruitment process and may keep it beyond this period if necessary. Retention periods are outlined in our [Record of Retention Policy](#) .

We have appropriate security measures to prevent unauthorised access, alteration, or disclosure of your personal data. When no longer required, data will be securely deleted in accordance with our record of retention schedule.

Data Sharing

We do not share your data with third parties without a lawful basis or your consent. Where required by law or necessary to perform our tasks, we may share data with:

- Suppliers and service providers (e.g., HR and recruitment support)
- Professional advisers and consultants
- Recruitment agencies

Your Rights

You have a right to:

- Access your data via a **Subject Access Request (SAR)**
- Rectify inaccurate or incomplete data
- Request deletion or restrict processing under certain circumstances
- Object to data use, including for direct marketing
- Be informed of data breaches affecting your personal data
- Complain to the **Information Commissioner's Office (ICO)**

How to Make a Subject Access Request

To make a SAR, contact our Data Protection Officer. We will:

- Provide a description of the data
- Explain why it is being processed, how long it will be kept, and where it was obtained
- Share any recipients of the data

- Provide the data in an intelligible format

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

Alternatively, you can make a complaint to the Information Commissioner's Office:

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

Contact us

If you have any questions, concerns or would like to exercise your rights, please contact our **Data Protection Officer**:

Julia Culham

Email: compliance@universityofkentacademiestrust.org.uk

Phone: 01634 852341

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