

Woodard Academies Trust

Job Application Privacy Promise

Date of Approval:	June 2024
Approval Level:	F&GP Committee
Review Date:	April 2025

1. Introduction

We respect your privacy and understand that privacy is important to you and that you care about how information about you is used, so this privacy notice sets out details about what data we collect and how we use it when you apply for a position at Woodard Academies Trust central team or one of our Academies.

When we process your personal data, we will always do so in accordance with the UK's data protection laws which includes the General Data Protection Regulation (UK GDPR) and Data Protection Act 2018.

2. About Woodard Academy Trust

We are an education charity formed in 2007 to deliver an academy programme on behalf of Woodard Schools. We currently sponsor six academies across the UK:

- Sir Robert Woodard Academy, West Sussex
- The Littlehampton Academy, West Sussex
- St Augustine Academy, Kent
- St Peter's Academy, Stoke-on-Trent
- Kings Priory School, Tynemouth
- Polam Hall School, Darlington

Our registered address is:

Woodard Academies Trust,
1 Adam Street,
London, WC2N 6LE

Our Data Protection Officer is Mark Gracey who can be contacted via email: mark.gracey@woodard.co.uk or via our registered address, above.

3. How to contact us

If you have any questions about how we collect and use your information not covered in this privacy notice, or if you wish to speak to someone about our approach to data protection and privacy, please contact our Data Protection Officer using the contact details above.

4. What personal data will we collect from you?

When you apply for a position at Woodard Academies Trust or one of our Academies we will ask you to complete some forms and we may collect further information about you from third-parties.

Collecting and using this information is lawful because:

- We need to process the information to determine whether you are suitable for the position you have applied for (i.e. as part of our recruitment process)
- We may process the data because of a legal obligation, such as our legal duty to safeguard pupils

4.1 Application form

On the application form (embedded on-line form or word document) we will collect personal data about yourself. This will include your name, address, nationality, date of birth, contact details, current or most recent employment details, your education and experience and referee information and other pertinent information

We ask you to provide this information so that we can consider you for the position you have applied for.

4.2 An equal opportunity monitoring form

Woodard Academies Trust is committed to the promotion of equality of opportunity across the Trust. To make this meaningful we need to monitor the effectiveness of our approach to equality by analysing equality information. We do this by asking prospective employees to complete an "Equal Opportunities Monitoring Form" which will ask questions about your ethnicity, gender, marital status, religious beliefs, age and any disabilities

Completing this form is discretionary but any information provided on the form, will be kept separately from your application, so that it remains anonymous.

4.3 Other information

During the recruitment process we may request and receive information about you from a previous employer or referee. We will only ask for such information when it is necessary.

5. How long do we keep your application data?

Unless stated elsewhere in this document or in any other documentation provided to you, we only store the data necessary to consider your application. We will keep this data for as long as it is lawful for us to do so (this may be for as long as you are being considered for the position or because of a legal obligation to retain the information, whichever is the longest).

If your application is successful and you become an employee of the Trust, your application form will become part of your employee record which we will keep for as long as you are an employee and subsequently in accordance with UK law (e.g. employment law).

If your application is unsuccessful, to comply with legal obligations we will keep your data for up to 6 months after we have notified you that your application was unsuccessful, we will then securely destroy your application form and any other associated information we have collected from you. If we would like to retain your application data, perhaps for future opportunities, we will seek your consent to do so.

6. Who will have access to your data?

We do not share any personal data with any third parties unless it is lawful for us to do so, if required by law, or if you provide us with permission to do so.

During the recruitment process there are a number of third parties who may have access to your data or who we will share it with, for example

- Woodard Academies Trust Academy Councillors or Trustees who may be part of the recruitment exercise
- A third-party company we use for the purposes of carrying out a Disclosure and Barring Services (DBS) check. We are required, for safeguarding purposes, to carry out this check

When we share your data, it will be done so in a way that is secure. In all cases where we are using a third-party service or company, we will only provide the minimal amount of information for the purposes of delivering the service to us and to meet our requirements.

We always carry out due diligence against all our third-party suppliers for the purposes of ensuring their compliance with data protection, maintaining adequate security of your data and ensuring they apply adequate data protection principles to the processing of the data we supply.

Where you have applied for a position via the School Recruiter/eTeach system (<http://www.eteachgroup.com>) the data stored within eTeach is covered by eTeach Group's own data protection and privacy policies and you should refer to them for more information. However, where we store additional data alongside your application in eTeach we will ensure that eTeach applies appropriate UK data protection and privacy practices. This applies to any other on-line recruitment partner we may work with from time to time.

7. Your rights

Under current data protection legislation in the UK, you have rights as an individual which you can exercise in relation to the data we store and process about you. You can find more information about your rights on the Information Commissioner's website: <https://ico.org.uk/for-the-public/>

7.1 Complaints

If you want to make a complaint about the way we are processing your data you can contact us, using the contact details above.

You also have the right to complain to the Information Commissioner's Office:
<https://ico.org.uk/concerns/>

7.2 Withdrawal of consent, restricting processing or objecting to processing

Where we are processing your data and needed to ask your permission to do so, you are able to withdraw your consent at any time. Simply contact us, using the contact details above.

If you wish to raise concerns about the way we are processing your data or would like to raise an objection or restriction, please contact our Data Protection Officer setting out your concerns.

7.3 Keeping your data up to date

It is important that any of your data that we process is kept up to date. If any of the data we have about you becomes out of date or incorrect during your employment, please contact us using the contact details above.

7.4 Erasure of your data (the "right to be forgotten")

Under some circumstances you may request us to delete your data from our systems. Where this is possible (e.g. we don't have any lawful reasons for continuing to process your data) we will erase it from our systems.

If you wish to exercise your right to be forgotten, please contact our Data Protection Officer.

7.5 Portability

Your right to portability allows you to request a machine-readable format of the data you supplied to us and associated information. If you wish to discuss this right with us, regarding your data or would like a machine-readable export of the data held on our systems, please contact our Data Protection Officer.

7.6 Access to your data ("subject access request")

You have the right to ask us about what data we hold about you, how we process it and provide you with a copy of the information, free of charge and within one month of your request.

To make a request for any personal information we hold and process about you, we would prefer it if you could put it in writing to your local HR manager. They will need to verify your identity before providing the information and where necessary may contact you further to ensure they understand what data you are requesting.

8. More information

For more information about your data rights and privacy or data protection in general visit the Information Commissioner's Office website: <https://ico.org.uk>

9. Changes to our privacy notice

We may change or update elements of this privacy notice from time to time or as required by law. The most current version of our privacy notice is available from your local HR team.

10. Document control [does not need to be published]

Version	Date	Author	Status	Comments
1.0	April 2018	Mark Gracey & Anne Hudson	FINAL	<ul style="list-style-type: none">• First version
	April 2019	Mark Gracey (DPO)	Reviewed	<ul style="list-style-type: none">• No changes
	April 2020	Mark Gracey (DPO)	Reviewed	<ul style="list-style-type: none">• No changes
1.1	April 2021	Mark Gracey (DPO)	Minor updates	<ul style="list-style-type: none">• Confirmation of UK laws that apply• Re-introduction of Document control (not to be published with the privacy policy)
	April 2022	Mark Gracey (DPO)	Reviewed	<ul style="list-style-type: none">• No changes
	April 2023	Mark Gracey (DPO)	Reviewed	<ul style="list-style-type: none">• No changes
	May 2024	Mark Gracey (DPO)	Reviewed	<ul style="list-style-type: none">• Document format updated to new template• Fixed a couple of typos, otherwise no change