



Privacy Notice for Applicants Staff or Voluntary Roles

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Creating the foundations to build successful futures

We can do all things through Christ who strengthens us (Philippians 4:13)

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1 Definitions

- 1.1 Trust means Grace Schools.
- 1.2 Academy means a constituent academy of Grace Schools.
- 1.3 Central Team means staff who are not employed within an academy.
- 1.4 Personal data means any information relating to an identified, or identifiable individual. This may include the individual's name (including initials); identification number; location data; online identifier, such as a username. It may also include factors specific to the individual's physical, physiological, genetic, mental, economic, cultural or social identity
- 1.5 Special categories of personal data means personal data which is more sensitive and so needs more protection, including information about an individual's racial or ethnic origin; political opinions; religious or philosophical beliefs; trade union membership; genetics; biometric data (where used for identification purposes); health – physical or mental; sexual life or sexual orientation
- 1.6 Processing means anything done to personal data, such as collecting, recording, organising structuring, storing adapting, altering, retrieving, using, disseminating, erasing or destroying. Processing can be automated or manual.
- 1.7 Data Controller means a person or organisation that determines the purpose and the means of processing of personal data
- 1.8 KCSIE means Keeping Children Safe in Education..

2 Application of this Policy

- 2.1 This notice is to be used by all individuals applying for paid or voluntary roles within Grace Schools.

3 Associated Policies and Documents

This notice should be read in conjunction the following Grace Schools Policies/Procedures:

- a) Data Protection Policy

b) Privacy Notice for Grace Schools staff

4 Purpose and Scope

- 4.1 Under data protection law, individuals have a right to be informed about how the Trust uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.
- 4.2 This privacy notice explains how we collect, store and use personal data about individuals applying for employment or to be otherwise engaged, to work or support our academies or for the Central Team.
- 4.3 Grace Schools is the 'data controller' for the purposes of data protection law.
- 4.4 Candidates should refer to our privacy notice for Grace Schools staff for information about how their personal data will be collected, stored and used if they are appointed by Grace Schools.

5 The personal data we hold

- 5.1 We process data relating to those applying to work at our academies or for the Central Team. Personal data that we may collect, use, store and share (when appropriate) about you includes, but it not restricted to:
 - 5.1.1 Contract details
 - 5.1.2 Copies of right to work documentation
 - 5.1.3 References
 - 5.1.4 Evidence of qualifications
 - 5.1.5 Employment records, including work history, training records and professional memberships
 - 5.1.6 Information sourced about you from online searches including your social media activity where relevant to satisfy our safeguarding obligations

- 5.2 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):

- 5.2.1 Race, ethnicity, religious beliefs, sexual orientation and political opinions
- 5.2.2 Disability and access requirements

6. Why we use this data

- 6.1 The purpose of processing data is to aid the recruitment process by:
- 6.1.1 Enabling us to establish relevant experience and qualifications
 - 6.1.2 Facilitating safer recruitment processes, as part of our safeguarding obligations towards pupils as specified by KCSIE.
 - 6.1.3 Enabling equalities monitoring
 - 6.1.4 Ensuring that appropriate access arrangements can be provided for candidates that require them

7. Our lawful basis for using this data

- 7.1 We only collect and use personal information about you where the law allows. Most commonly, we use it where we need to:
- 7.1.1 Comply with a legal obligation
 - 7.1.2 Fulfil the legitimate interest that there are no obvious safeguarding issues indicating that the applicant is unsuitable to work with children
- 7.2 Less commonly, we may also use personal information about you where:
- 7.2.1 You have given us consent to use it in a certain way
 - 7.2.2 We need to protect your vital interests (or someone else's interests)
- 7.3 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 withdraw consent if you wish to do so.

- 7.4 Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the Trust's use of your data

8. Collecting this information

- 8.1 We collect job applications, including personal data relating to this, virtually through our recruitment portal My New Term.
- 8.2 While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us. This includes:
- 8.2.1 Racial and ethnic origin
 - 8.2.2 Political opinions
 - 8.2.3 Religious or philosophical beliefs
 - 8.2.4 Trade union membership
 - 8.2.5 Genetics
 - 8.2.6 Health – physical or mental
 - 8.2.7 Sexual orientation
- 8.3 Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying) or whether you have a choice.

9. How we store this data

- 9.1 We take the security of your personal data seriously. All appropriate, technical and organisational measures are taken to ensure security of storage and access to your data.

- 9.2 We hold data securely for the set amount of time shown in our data retention schedule which can be located in our Records Management Policy. Information collected in respect of unsuccessful applicants will be deleted following six months after the appointment of a candidate for the role.
- 9.3 Personal data is stored in accordance with our Records Management Policy which you can access via our website.
- 9.4 Where we have engaged the services of third parties to provide services on our behalf and on behalf of employees, it does so on the basis of a comprehensive service supply contract which obliges them to comply fully with the data protection legislation including information security

10. Data sharing

- 10.1 Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the people team, interviewers involved in the recruitment process.
- 10.2 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. We share your data with third parties in order to obtain pre-employment references from other employers.
- 10.3 Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:
 - 10.3.1 Our local authority – to meet legal obligations to share certain information with it, such as shortlists of candidates for a headteacher position
 - 10.3.2 Suppliers and service providers – to enable them to provide the service we have contracted them for, such as for the People Team and recruitment support
 - 10.3.3 Professional advisers and consultants
 - 10.3.4 Employment and recruitment agencies

- 10.4 If your application is successful, we will share your data with the companies engaged by us to process data on its behalf including for payroll purposes; employment background checks from third-party providers and the necessary criminal records checks from the Disclosure and Barring Service (DBS) and where necessary the provision of occupational health services.
- 10.5 Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

11. Requesting Access to your personal data (and other rights)

- 11.1 Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the data protection officer at dpo@graceschools.org.uk
- 11.2 You also have the right to:
 - 11.2.1 Have your personal data rectified if it is inaccurate or incomplete
 - 11.2.2 Request the deletion or removal of personal data where there is no compelling reason for its continued processing
 - 11.2.3 Restrict our processing of your personal data (i.e. permitting its storage but no further processing)
 - 11.2.4 Object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
 - 11.2.5 Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

12. The right to lodge a complaint

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

- 12.2 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 by contacting the DPO.
- 12.3 Alternatively, you can make a complaint to the Information Commissioner's Office using one of the following methods:
- 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

13. Contact

- 13.1 If you would like to discuss anything in this Privacy Notice, please email the Data Protection Officer or write to the Data Protection Officer at:
- dpo@graceschools.org.uk
 - The Data Protection Officer, Grace Schools, Grace Building, 8 High Street, Ely, CB7 4JU