

## Privacy Notice – Recruitment Monitoring Form

As part of any recruitment process, the Sigma Trust collects and processes personal data relating to job applicants. The Sigma Trust is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

**Why do we need your information?** The Sigma Trust will only process personal data where there is a lawful basis to do so. We process personal data in order to meet the legal requirements set out in UK employment law. The Sigma Trust will only use data received via the Recruitment Monitoring Form for the monitoring of Equal Opportunities in relation to the following:

Required by Essex Maintained Schools to meet Public Sector Duty (as part of the Equality Act).	Avoiding discrimination and promoting equal opportunities in recruitment
The Equality Act 2010	

Data received will be anonymised for monitoring purposes at the point of receipt.

## What personal data do we need from you?

Post Title	Age	Gender	Ethnic Origin
Sexual Orientation	Disability	Marital Status	Religious Beliefs

## How will we be using your Personal Data?

For Equal Opportunities Monitoring purposes

If an applicant fails to provide their personal data, this may lead to the following:

- The Trust would be unable to monitor data for Equal Opportunities Monitoring purposes.

This is a source of personal data open to anyone    Yes    ☐ No    ☒

## We might share your data with third parties. This includes:

HR	Governors
Trustees	CEO/Headteacher

Please be advised that not all of the data you provide is shared with everyone listed. We only share data required for a particular function and only the minimum required.

## Your Rights

Our use of the data will be subject to your legal rights (marked if applicable):	<u>Inform</u>	<input checked="" type="checkbox"/>	<u>Access</u>	<input checked="" type="checkbox"/>	<u>Rectify</u>	<input checked="" type="checkbox"/>	<u>Erase</u>	<input checked="" type="checkbox"/>
	<u>Restrict</u>	<input type="checkbox"/>	<u>Portable</u>	<input type="checkbox"/>	<u>Object</u>	<input checked="" type="checkbox"/>	<u>Automate</u>	<input type="checkbox"/>

Data protection law gives you certain rights about how your information is collected and used. To make a request for your personal information, please contact our Data Protection Officer by emailing [DPO@sigmatrust.org.uk](mailto:DPO@sigmatrust.org.uk)

### Under data protection law, you also have the following rights:

- The right to be informed about the collection and use of your personal information – this is called ‘right to be informed’.
- The right to ask us for copies of your personal information we have about you – this is called ‘right of access’, this is also known as a subject access request (SAR), data subject access request or right of access request.
- The right to ask us to change any information you think is not accurate or complete – this is called ‘right to rectification’.
- The right to ask us to delete your personal information – this is called ‘right to erasure’
- The right to ask us to stop using your information – this is called ‘right to restriction of processing’.
- The ‘right to object to processing’ of your information, in certain circumstances.
- Rights in relation to automated decision making and profiling.
- The right to withdraw consent at any time (where relevant).
- The right to complain to the Information Commissioner if you feel we have not used your information in the right way.
- There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:
- The right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- The right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- The right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don’t have the right to object, but you have the right to withdraw consent.

If you have a concern about the way we are collecting or using your personal information, you should raise your concern with us in the first instance or directly to the Information Commissioner’s Office at <https://ico.org.uk/make-a-complaint/data-protection-complaints/>

### Transferring information outside the EU

We will ensure that your personal information receives an adequate level of protection and is treated by any third parties in a way that is consistent with and which respects the EU and UK laws on data protection.

## Security

We have appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. There are procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

## Consent

We do not need your consent if we use special categories of your personal information in accordance with our written policy to carry out our legal obligations or exercise specific rights in the field of employment law. In limited circumstances, we may approach you for your written consent to allow us to process certain particularly sensitive data. If we do so, we will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

## Withdrawal of Consent

Where we are processing your personal information with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal information, please let us know by contacting our Data Protection Officer by emailing [DPO@sigmatrust.org.uk](mailto:DPO@sigmatrust.org.uk).

You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

## Data Retention

When will applicant data stop being used?	1 month - when data is transferred to data sheet, destroy Recruitment Monitoring Forms
When will applicant data be deleted?	On completion of monitoring, but no later than 3 months from when data is analysed by Governors/Trustees, then destroy Data Sheets.

## Contact

If you have any questions about this privacy notice or about how we handle your personal information, please contact: Emma O'Toole (DPO), The Sigma Trust, Tendring Education Centre, Jaywick Lane, Clacton-on-Sea, Essex, CO16 8BE [DPO@sigmatrust.org.uk](mailto:DPO@sigmatrust.org.uk)

## Changes to this Privacy Notice

We may update this policy. We will notify you about significant changes in the way we treat personal information by placing a prominent notice on our website.