



# Job Applicant Privacy Notice

## How we use your information when you apply to work with Acer Trust

Acer Trust is committed to protecting your privacy. This privacy notice explains how we collect, use and share your personal information, and your rights in relation to the personal information we hold.

This privacy notice concerns people who apply to work or volunteer for Acer Trust (applicants).

Acer Trust is the controller of personal information and is subject to the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

### What information we hold about you

The categories of personal information that we collect, hold and share include:

- Personal information (such as name, date of birth, address, telephone number, national insurance number, contact details, your emergency contact details, your nationality and your country of birth)
- Characteristics, including special category data (such as whether you have a disability, your gender, your race or ethnicity, your religion or belief, your sexual orientation, the languages you speak);
- Skills and experience information (such as details you provided as part of your application to join us, your CV, details of your employment history, references provided by previous employers, results of selection tests and notes made at the selection activities you took part in);
- Criminal record data (such as convictions and sanctions which you declare or are revealed via a Disclosure and Barring Service check);
- Health information (such as details you provide as part of an occupational health screening process);
- Records of safeguarding checks which we have undertaken including the number of the Disclosure and Barring Service Certificate we received, a record that we confirmed your identity and your right to work in the UK including any visa which you may hold.

### Why we collect and use your information

We use applicant information to:

- Process your application to work at Acer Trust;
- Enable assessment and improvement of the workforce;
- Inform the development of employment policy and strategy;
- Comply with the law regarding data sharing;

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<b>Review Cycle</b>	Every 3 years	<b>Owner</b>	COFO	<b>Approval Body</b>	Ops Group

- Comply with our legal and contractual obligations.

## The lawful basis for processing this information

Under data protection legislation, we are able to process information on certain legal grounds (bases). In the case of applicant information, we collect and use information under the following bases:

- The fulfilment of contract (which includes actions to move towards a contract);
- Legal obligation;
- Employment law;
- The legitimate activities of a charity or not-for-profit body.

## Collecting this information

The majority of the information you provide to us is necessary for us to process your application and meet our obligations as an employer, and failure to supply such information may mean that we are unable to process your application.

On the other hand, some staff information is provided to us on a voluntary basis, for example information concerning your personal characteristics. We will inform you whether you are required to provide certain information to us or if you have a choice in this.

Under some circumstances, we may obtain information from third parties, such as your previous employer. We will normally seek your agreement before obtaining such information.

## Storing this information

We store applicant information securely and in line with our Data Protection Policy and associated procedures. A copy of our Data Protection Policy and associated procedures can be obtained from the Data Protection Officer, by emailing [office@acertrust.org.uk](mailto:office@acertrust.org.uk)

### Successful applicants

If your application is successful, we will hold your information in line with our Staff Privacy Notice, which is available on the Acer Trust website.

### Unsuccessful applicants

If you are unsuccessful in your application to work for Acer Trust we will hold your data for a period of one year from the decision not to appoint you. This retention period allows Acer Trust to respond to queries, provide feedback where appropriate, and meet audit and safeguarding requirements. Data will be securely deleted once the retention period expires.

### Talent Pool

Should you join a School or Trust Talent Pool then your data will continue to be held for up to 12 months from when you originally applied or up to 12 months from when you last agreed to extend the sharing of your data.

## Who we share this information with

### Use of applicant tracking systems

Acer Trust uses an online applicant tracking system to support its recruitment and selection processes. This system is used to receive and manage applications, communicate with applicants, record recruitment decisions, and securely store recruitment-related information.

The applicant tracking system provider acts as a data processor on behalf of Acer Trust and processes personal data only in accordance with our instructions and applicable data protection legislation. Appropriate contractual and technical safeguards are in place to protect applicant data.

### Other data sharing

Your information will be available to the selected organisations which provide specific services to us as part of the recruitment and selection process:

- IT services providers
- MIS system providers
- Secure document disposal providers
- Occupational health providers
- DBS check providers

We do not share information about applicants with anyone unless it is necessary and in line with the lawful basis for processing listed above, or with the consent of the staff member concerned. Where data is routinely shared, a data processing agreement will be established to ensure the protection of staff information.

## Requesting to exercise your rights in relation to your personal data

Under data protection legislation, you have the right to:

- Request access to the information we hold about you (Subject Access Request);
- Be informed of the identity of the controller, the reasons for processing your personal data and other relevant information necessary to ensure the fair and transparent processing of personal data;
- 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 (please note that Acer Trust does not make recruitment decisions based solely on automated decision-making or profiling. All recruitment decisions involve human review and judgement.);
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and/or
- Claim compensation for damages caused by a breach of the data protection regulations.

## Concerns

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## How to contact us

In order to raise a concern, make a request to exercise your data rights or to discuss anything in this privacy notice, please contact:

Jamie Wade, Chief Operations and Finance Officer & Data Protection Officer

Email: c/o [office@acertrust.org.uk](mailto:office@acertrust.org.uk)

Address: Acer Trust  
c/o Matthew Arnold School  
Arnolds Way  
Oxford OX2 9JE