

# Privacy Notice for Recruitment

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Owner	Human Resources Operations Team HROT		
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Purpose	The information that you provide to us on this form and within your CV will be used to process your application for employment. We process this information in line with our job applicant privacy policy.		
This policy links to:	GDPR		

If you would like this information in another language or format, please speak to the Trust Human Resources.

Phone: 01543 622433

## **1.0 Introduction**

1.1 St Chad's Academies Trust and its associated academies are referred to in this notice as the **academy trust** or **we**. This notice is to help you understand **how** and **why** the academy trust collects your personal data and what we do with that information. It also explains the decisions that you can make about your personal data. The academy trust is responsible for how your personal data is used under data protection law.

1.2 This Notice is aimed at all applicants applying for employment vacancies with the academy trust.

## **2.0 What is "personal data"?**

2.1 Personal data is information about you from which you can be identified (either directly or indirectly).

2.2 This includes your contact details, emergency contact details and financial information. CCTV images, photos and video recordings of you are also your personal data.

## **3.0 What personal data does the academy trust hold about you and how is this obtained?**

3.1 Information about you is gathered during the recruitment process, for example:

- when you provide information to us, for example, on your application form and during any interviews.
- when we obtain information from publicly available sources such as your professional and social media profiles. For example, information about any volunteering positions you hold or any hobbies; and
- when we receive your personal data (from you and third parties) in carrying out pre-employment checks, for example, when we receive references, confirmation of your fitness to work, your right to work in the UK and criminal records checks.

3.2 We will hold information about any physical or mental health condition you may have which is disclosed to us during the recruitment process or at any other stage of your involvement with the academy trust.

4.0 Your personal data will be held in a range of different places, including HR files, HR management system and on other IT systems (including emails). The purposes for which we use your personal data and the lawful bases

4.1 We use your personal data to:

- Keep records of the process
- Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job.
- Enable us to comply with our legal obligations, to assist us regarding the management and operation of the academy trust and to advance and protect the academy trust's interests, objects and reputation.

#### 4.2 Our lawful bases for using your personal data:

**Contract:** We need to use your personal data in order to comply with our contractual obligations and for you to perform your obligations as well. This includes where you have asked us to do something before entering into a contract.

**Legitimate interests:** This means that the academy trust is using your personal data where this is necessary for the academy trust's legitimate interests or someone else's legitimate interests except when your interests and fundamental rights override our legitimate interests.

**Legal obligation:** As an academy trust we have to comply with various laws, and this entitles us to use your personal data where necessary to do this. For example, to fulfil our child protection and safeguarding duties towards pupils.

4.3 We will not use your data for any purpose other than the recruitment exercise for which you have applied.

4.4 Our purposes and lawful bases in more detail

4.5 This section contains more detail about the purposes for which your personal data is used, the applicable lawful basis, or bases, as well as further information about sources and recipients. It does not say anything different to what is set out above but goes into more detail.

4.6 We have used a colour coded system so that you can see which bases we are relying on for each of the purposes described in paragraph 4.2 above. **LI** means legitimate interests, **CT** means contract and **LO** means legal obligation. So, if we have **LI, CT** that means we are relying on both legitimate interests and Contract for that purpose.

4.7 We commonly use personal data for:

- Fulfilling our safeguarding and child protection duties towards pupils and others (**LO**)
- Personnel, administrative and management purposes and to enable us to meet our legal obligations as an employer. For example, to pay staff and to monitor their performance (**CT, LO**)
- Safeguarding and promoting the welfare of staff, pupils and others. This includes equal opportunities monitoring (**LO**);
- Making sure that you are complying with your obligations (**CT, LO**) and
- Fulfilling our contractual, statutory and other legal obligations (**CT, LO**).

4.8 Some specific examples of when we use your personal data are set out below:

- We use your personal data to consider your suitability to work in your role at the academy trust or volunteer at the academy trust, for example we will receive references about you. Any references that we provide or receive will be treated as confidential which means that you will not usually be provided with a copy (**LO**).
- We will carry out online searches on shortlisted candidates as part of our due diligence and in accordance with our safeguarding obligations. This is to help us identify any incidents or issues

that have happened, and are publicly available online, which we might want to explore with you at interview (LO).

- We will check that you have the right to work in the UK by reviewing your identification documents and keeping copies on your personnel file (LO).
- We will use your personal data in order to fulfil our duty of care to you and colleagues. This includes using information relating to any medical condition you may have in order to verify fitness to work, monitor sickness absence and comply with our duty of care towards you and others (CT, LI, LO).
- Where appropriate, the academy trust will have information about your religious beliefs and practices to help the academy trust accommodate your needs. For example, if you do not eat certain foods (LI.)
- We will use your personal data to ensure the security of our sites which may involve issuing you with a photocard (LI).

4.9 We use CCTV for the purposes of crime detection and prevention, to help keep our sites safe and to support the protection of property. We may also use CCTV recordings in connection with our obligation to safeguard the welfare of pupils, staff and visitors, to aid in the investigation of accidents, incidents and breaches of our rules and policies and to assist us with our health and safety obligations. Sometimes CCTV recordings are used in relation to incidents and accidents (for example, involving vehicles in the car park). Further information about the use of CCTV can be found in our CCTV policy.

4.10 We will also hold information such as your religion or ethnic group for the purposes of your employment (CT)

4.11 We will use your personal data to take other steps to make sure the academy trust site and buildings are safe, for example, we keep a record of who is on the site at any given time] (LO).

4.12 We will hold information about any protected characteristics you may have (e.g. in relation to a disability). This helps us make reasonable adjustments (LO).

## 5.0 Sharing Personal Data with Others

5.1 We will share your personal data with government bodies and regulators. For example, with:

- The Disclosure and Barring Service (DBS), [Walsall Metropolitan Borough Council] and / or the Teaching Regulation Agency (previously known as the National College for Teaching and Leadership) (if applicable) when complying with our legal duty to carry out pre-appointment suitability checks (LO); and
- The Teaching Regulation Agency if circumstances arise in which we are either required to make a referral to either or both of these bodies or we consider it to be appropriate in the circumstances to do so (LO).

5.2 If you apply to work for us and we offer the position to someone with a sponsored Religious Worker or Creative Worker visa instead, we have to keep your contact details and why we offered the position to the successful candidate instead. We may be required to share this information with UK Visas and Immigration (LO).

5.3 Before we employ you we must check if you can work in the UK. In certain circumstances we will have to provide information about you to UK Visas and Immigration to comply with our duties

under the UK's legislation on preventing illegal working. Additionally, if you are sponsored by us under a Skilled Worker or Temporary Worker visa we will have to provide information about you to UK Visas and Immigration to comply with our duties as a sponsor (LO).

5.7 We may need to share your personal data if there is an emergency, for example, if you are hurt in an accident (LO).

5.8 As you will see from the above, in some cases we will rely on more than one lawful basis above for a particular use of your information.

5.9 **If you have any questions about any of the above, please speak to the Data Protection Officer.**

## **6.0 For how long does the academy trust keep staff personal data?**

6.1 Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. If your application for employment is unsuccessful, we will hold your data on file for a period of 6 months after the end of the relevant recruitment process.

6.2 If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held is contained within our Information and records retention policy.

## **6.3 Processing in line with your rights**

6.4 Data protection legislation gives you a number of rights in your information. Your rights are as follows:

**Correction:** if information the academy trust holds about you is incorrect or incomplete you can ask us to correct it.

**Access:** you can also ask what information we hold about you and be provided with a copy of it. This is commonly known as making a subject access request. We will also give you extra information, such as why we use this information about you, where it came from and who we have sent it to.

**Deletion:** you can ask us to delete the information that we hold about you in certain circumstances. For example, where we no longer need the information.

**Portability:** you can request the transfer of your personal data to you or to a third party in a format that can be read by computer.

**Restriction:** you can request that we restrict how we use your personal data.

**Object:** you may object to us using your personal data where:

- We are using it for direct marketing purposes e.g. to send you an email about a fundraising opportunity
- The lawful basis on which we are relying is either legitimate interests or public task. Please see the section "The purposes for which we use your personal data and the lawful bases" above;
- If we ever use your personal data for scientific or historical research purposes or statistical purposes.

6.5 The Data Protection Officer can give you more information about your data protection rights. To exercise any of your rights you can speak to the Lea Millinchip, Data Protection Officer, at St Chads Academies Trust, [DPO@stchads.uk](mailto:DPO@stchads.uk). Please note that these rights do not apply in all cases and are subject to exemptions.

## **7.0 Consent**

7.1 We may ask for your consent to use your personal data in certain ways as an alternative to relying on any of the bases in the tables above. For example, we may ask for your consent to send you emails about fundraising projects. If we ask for your consent to use your personal data you can take back this consent at any time. Any use of your personal data before you withdraw your consent remains valid. You can speak to the Data Protection Officer if you would like to withdraw any consent given

## **8.0 Further information**

8.1 This privacy notice does not, and is not intended to, give you any rights which you did not already have.

## **9.0 Contact**

9.1 If you would like any further information about anything within this notice please contact the Data Protection Officer. The contact details are [DPO@stchads.uk](mailto:DPO@stchads.uk)

9.2 Please speak to the Data Protection Officer if:

- You would like us to update the information we hold about you; or
- You would prefer that certain information is kept confidential.

9.3 There is certain information that you are required to provide to us this includes your contact details, details of your qualifications, details of your right to work in the UK. If you fail to provide certain information when requested, we may not be able to perform our legal obligations and as such would not be able to continue the recruitment process.

9.4 You have a right to lodge a complaint with the Information Commissioner's Office - [www.ico.org.uk](http://www.ico.org.uk). If you do have any concerns about how we have handled your personal data we would kindly ask that you contact us in the first instance before you speak to the ICO so that we have an opportunity to put things right.

9.5 Our Data Protection Officer can be contacted at [DPO@stchads.uk](mailto:DPO@stchads.uk)