



## PRIVACY NOTICE FOR JOB APPLICANTS

Attain Academy Partnership (herein referred to as the 'Trust') is the Data Controller for the purpose of data protection law. The 'Trust' comprises of Bocking Primary School, Cressing Primary School, de Vere Primary School, Elm Hall Primary School, Gosfield Community Primary School, Newlands Spring Primary & Nursery School and Rayne Primary & Nursery School (herein referred to as the 'Academy').

This Privacy Notice has been written to inform prospective employees of Attain Academy Partnership about what we do with your personal information.

### 1. Introduction

Under data protection law, individuals have a right to be informed about how the Trust and its Academies uses any personal data we hold about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about individuals applying for jobs at our academies. We, Attain Academy Partnership, are the 'data controller' for the purposes of data protection law. Please see below for details of our Data Protection Officer.

Successful candidates should refer to our privacy notice for the Trust workforce for information about how their personal data is collected, stored and used. This can be found at [www.attain.essex.sch.uk](http://www.attain.essex.sch.uk).

### 2. What personal data do we collect?

We collect and process data relating to those applying to work at our academies under the principle of the General Data Protection Regulations (GDPR), which states that data is used for "specified, explicit and legitimate purposes". Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Personal information (name, title, contact details, address and National Insurance Numbers)
- ID Documents
- Copies of right to work documentation
- DBS (Disclosure & Barring Service)
- Referee details
- Any information provided by your nominated referees (which includes any relevant disciplinary actions and / or sickness information)
- Evidence of qualifications
- Employment records, including work history, job titles, training records and professional memberships
- Equalities information (so we can monitor workplace equality)
- Any other relevant information you wish to provide to us.

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):

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

### 3. Why do we need your personal information?

The purpose of processing this data is to aid the recruitment process by:

- Enabling us to establish relevant experience and qualifications
- Facilitating safer recruitment, as part of our safeguarding obligations towards pupils
- Enabling equalities monitoring
- Ensuring that appropriate access arrangements can be provided for candidates that require them.

### 4. How the law allows us to use your information?

We only collect and use personal information about you when the law allows us to. Most commonly, our legal basis for processing this data is to:

- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

The academy relies on Article 9(2)g of the General Data Protection Regulation and the following substantial public interest conditions, to process your criminal history data:

- Statutory and government purposes
- Preventing or detecting unlawful acts
- Safeguarding of children and individuals at risk

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 go about withdrawing consent if you wish to do so.

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

### 5. How we collect your information?

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us. 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.

Most of the information we process will be obtained directly from your application form. However, we may need to collect data about you from, but not necessarily limited to, the following organisations:

- Your nominated referees
- The Disclosure and Barring Service
- The Local Authority

### 6. Who we share your information with?

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.



Where it is legally required or necessary (and it complies with data protection law), we may share personal information about you with:

- Our local authority – to meet our legal obligations to share certain information with it, such as shortlists of candidates for a headteacher position,
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as HR and recruitment support,
- Professional advisers and consultants,
- Employment and recruitment agencies.
- Our local governing body and trust board

Sometimes your application may need to be submitted to an assessment panel. These panels could include individuals from other organisations. We will tell you if this is the case.

In the event that we share personal data with third parties, we will provide the minimum amount necessary to fulfil the purpose for which we are required to share the data. We do not sell personal data to any organisation for the purposes of selling products.

## **7. How do we protect your information?**

We will do what we can to make sure we hold records about you (on paper and electronically) in a secure way, and we will only make them available to those who have a right to see them.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

## **8. How long do we keep your personal information?**

Personal data is stored in line with the Data Protection Policy. We do not store personal data indefinitely; personal data is kept for as long as necessary to fulfil the purposes for which it was collected for, including for the purposes of satisfying any legal, accounting, insurance or reporting requirements.

If your job application is unsuccessful, your information will be kept for six months and then securely destroyed. Applications for headteacher or head of school posts may be held for longer.

If your job application is successful, your information will be kept on your personnel file and kept in accordance with other HR retention periods. Please refer to our Data Retention Policy, available on the Academy website, for further information. When it is no longer required, we will delete your information in accordance with our Records management policy

## **9. What are your Data Subject rights?**

Under data protection legislation you have the following rights:

- Right to be informed about how we process your personal data. This notice fulfils this obligation.
- Right of access: You have a right to access your personal data and obtain a copy of the personal data that we hold about you. To make a request for your personal information, please submit a request in writing, either by letter or email to the Data Protection Officer (contact details below). Including:
  - Name of individual
  - Correspondence address
  - Contact number and email address
  - Details of the information requested

- Right of rectification: You are entitled to ask us to correct your personal data if there are any errors or it is out of date.
- Right of erasure: you may request the deletion or removal of personal data where there is no compelling reason for its continued processing.
- Right to restrict processing: You may request that we cease processing your personal data where certain conditions apply.
- Right to object: you have the right to object to certain types of processing such as direct marketing and automated processing, including profiling.

## 10. Use of your personal data in automated decision making and profiling

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

## 11. Transfer of personal information outside of the EU

We do not share or store data in countries with no UK-equivalent privacy law protections. If we were to receive a request to send information outside of the UK, additional protection will be applied to the data and where the recipient country is not seen as 'safe' by the UK government, advice will be sought from the Information Commissioners Office prior to the data being sent.

## 12. Complaints

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

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- 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

If you would like to discuss anything in this privacy notice or make a Subject Access Request, please contact the Data Protection officer

<b>Data Protection Officer</b>	Mrs Ellwood
<b>Postal Address</b>	Attain Academy Partnership, c/o Newlands Spring Primary and Nursery School, Dickens Place, Chelmsford CM1 4UU
<b>Email</b>	<a href="mailto:DPO@attain.essex.sch.uk">DPO@attain.essex.sch.uk</a>

Please ensure you include the name of the Academy in all correspondence with the DPO

## 14. Last updated

We may need to update the privacy notice periodically so we recommend that you revisit this



information from time to time. This version was last updated on **4 April 2022**