



# Eastern Multi-Academy Trust

Empower - Motivate - Aspire - Transform

<b>Policy</b>	<b>Privacy Notice – Job Applicants</b>
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## Privacy Notice – How we use Job Applicants information

Eastern Multi-Academy Trust is the data controller for information it uses and that used by its Academies:

This privacy notice explains how we collect, store and use personal data about job applicants. In this document the Academy or Trust is referred to as 'We' or 'Ours'. Job applicants are referred to as 'You' or 'Your'

Much of the information we collect is classed as 'personal data' and our use of it is covered by a set of rules called the General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. This privacy notice applies to all applicants for all roles, including but not limited to full and part-time positions, permanent and temporary positions, contract and casual positions and volunteer positions.

This document tells you more about:

- The information we collect
- What we use the information for
- How your information is stored and how long we keep it
- What rights you have to the information

### The personal data we hold.

We collect and process data relating to those who apply to work at or be engaged by the Academy or Trust. Subject to the nature of the position, personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details (name, address, email, telephone)
- Copies of right to work documentation
- Age range, marital status, gender
- Current salary and benefits
- National Insurance number
- DfE teacher number (if applicable)

- Copies of right to work in the UK documentation (passport, birth certificate, driving licence, permits, visas)
- Copies of identification (could include the documents listed in the above bullet as well as bank statement, credit card statement, tax statement)
- Referees
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- DBS certificate numbers, dates and any disclosures made; and
- Relationships (and the nature where applicable) to any members of staff or governors

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
- Trade union membership
- Health, including any medical conditions, and sickness records

### **Why we use this data.**

The Trust processes data relating to applicants for employment purposes to assist in the recruitment process, including to:

- Enable the Trust to manage its recruitment process
- Facilitate safer recruitment, as part of our safeguarding obligations towards students
- Ensure the Trust is complying with its legal obligations in relation to the right to work in the UK
- Ensure a candidate is suitable for the role
- Enter in to an employment contract, should you be successful
- Enable ethnicity and disability monitoring in accordance with the Equality Act
- Ensure reasonable adjustments can be made for those applicants who have a disability
- Ensure a fair recruitment process has taken place

### **Our lawful basis for using this data**

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need 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)
- We have a legitimate interest in processing the information

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 Trust’s use of your data.

### **Collecting this information.**

The Trust collects information in a variety of ways, for example, through:

- Application forms, CVs or covering letters
- Your passport or other identity documents, such as your driving licence
- From third parties such as the DBS in carrying out safeguarding checks, references supplied by former employers
- Forms completed by you as part of the recruitment process
- Correspondence with you
- Interviews, meetings or other assessments as part of the recruitment process

In addition,

- Some Academies in the Trust also use CCTV cameras around the school site for security purposes and for the protection of staff and pupils
- The Trust may record external telephone calls for training and monitoring purposes. Personal data referred to within such a call recording may be transcribed and/or referred to when resolving enquiries or other issues

### **How long we store this data.**

- We will only retain the data we collect for as long as is necessary to satisfy the purpose for which it has been collected
- If you are successful in being appointed to the role, all personal data collected by the Trust will be processed and transferred to your personnel file
- Ongoing collection and processing of your personal data in relation to your employment with the Trust is explained in our privacy notice for staff, which can be found on the Trust website
- If you are unsuccessful in your application, the Trust will retain your personal information for the period of the recruitment process

### **Data sharing**

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 authorities – 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 (if your application came via an agency)

## **Your rights to your personal data**

You have rights relating to the personal data that we collect and use. Depending on the legal basis we are using the information you have different rights. If we are using your personal data based on your consent, you can withdraw that consent and we will stop using that personal data. Withdrawing your consent will need to be recorded in writing, please contact the Data Protection Officer.

### **The right to be informed:**

If you ask us, we must tell you if we are collecting or using your personal data.

If we are collecting or using your personal data, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted, destroyed, or restrict processing

### **The right of access to your personal data**

You have the right to view the personal data that we hold about you. To have access to your personal data we will need to collect details of what you want and in the first instance you can contact the Data Protection Officer. You will also need to supply us with standard information to verify your identity.

### **Other rights**

You also have rights to ask us to correct inaccurate personal data, to ask us to stop using it or to object to us using it. For some data you may have to right to ask us to erase it, or to provide it in an electronic format that you can give to someone else.

You will be given full details of these rights if you request access to your personal data or you can ask the Data Protection Officer.

### **Who to contact:**

The Trust has the responsibility to ensure that your personal data is protected. It is called the **data controller**. All members of staff work for the data controller.

We recommend that you contact the data protection administrator:

Name of Person: Rebecca Schrooder  
email address: [rebecca.schrooder@eastern-mat.co.uk](mailto:rebecca.schrooder@eastern-mat.co.uk)  
Contact number: 441553611810  
Contact address: Eastern Multi-Academy Trust, Queen Mary Road, King's Lynn, Norfolk, PE30 4QG

Trusts are also required to have someone called a Data Protection Officer or DPO. The DPO advises the Trust about issues to do with data protection, but can also help you, if you have a problem.

Our Data Protection Officer is:

Name of DPO: GDPR Sentry Limited  
email address: [support@gdprsentry.com](mailto:support@gdprsentry.com)  
Contact number: 0113 804 2035  
Contact address: Unit 434 Birch Park, Thorp Arch Estate, Wetherby, West Yorkshire, LS23 7FG

If you have any questions about this privacy notice please contact the data protection administrator or the Data Protection Officer.

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/> or call 0303 123 1113.