

DUDLEY ACADEMIES TRUST

Privacy Notice – Job Applicants

Issue number:	002
Approved by:	Chief Executive Officer
Date:	December 2019
Review date:	September 2020



Sponsored by
Dudley College of Technology



Our mission: Working together we will develop inspirational schools which instil ambition and desire in young learners, open their minds, widen their horizons and equip them to succeed in a challenging world.

Contents

Introduction.....	3
The Personal Data We Hold	3
The Categories of Data held	3
Why We Use This Data.....	3
The Lawful Basis for Using This Data.....	3
Collecting this Information	4
Storing this Data.....	4
Sharing the Data	4
Why we Share the Data.....	4
Transferring Data Internationally	5
Your Rights	5
How to Access the Data we hold About You	5
Complaints.....	5
Contact:.....	6
This Notice	6

Introduction

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals who apply to work at our school.

We, Dudley Academies Trust are the 'data controller' for the purposes of data protection law.

Successful candidates should refer to our privacy notice for the school workforce for information about how their personal data is collected, stored and used. For a copy of this privacy notice please contact Dudley Academies Trust HR Department.

The Personal Data We Hold

The Categories of Data held

We process data relating to those we employ, or otherwise engage, to work at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships

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

Why We Use This Data

The purpose of processing this data is to help us run the school by:

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

The 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 legitimate interests in processing the data

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.

Collecting this 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.

Storing this Data

Personal data is stored in accordance with our Record Retention Schedule.

We maintain a file to store personal information about all potential employees. The information contained in this file is kept secure and is only used for purposes directly relevant to your work with the Trust.

When your relationship with the Trust has ended, we will retain and dispose of your personal information in accordance with our Record Retention Schedule.

Sharing the Data

Why we Share the Data

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:

- Government departments or agencies – to meet our legal obligations to share information about governors/trustees
- Our local authority – to meet our legal obligations to share certain information with it, such as details of governors
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as governor/trustee support
- Professional advisers and consultants
- Employment and recruitment agencies

- Police forces, courts

Transferring Data Internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Your Rights

How to Access the Data we hold About You

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact:

Compliance & Safeguarding Officer
Dudley Academies Trust
Priory Villa
3a Ednam Road
Dudley
West Midlands
DY1 1HL

Email: Rebecca.meacham@dudleycol.ac.uk

Tel: 01384 363158

You also have the right to:

- ask us for access to information about you that we hold
- have your personal data rectified, if it is inaccurate or incomplete
- request the deletion or removal of personal data where there is no compelling reason for its continued processing
- restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern about the way we are collecting or using your personal data, we ask 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/make-a-complaint/>

Complaints

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

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

Contact:

If you would like to discuss anything in this privacy notice, please contact:

Compliance & Safeguarding Officer
Dudley Academies Trust
Priory Villa
3a Ednam Road
Dudley
West Midlands
DY1 1HL

Email: rebecca.meacham@dudleycol.ac.uk

Tel: 01384 36315

This Notice

The Trust will update this Privacy Notice from time to time. Any substantial changes that affect your rights will be provided to you directly as far as is reasonably practicable.