



## PRIVACY NOTICE (How we use job applicant information)

Under data protection law, individuals have a right to be informed about how the Trust and its schools use 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 applying for jobs** within our Trust.

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

Our data protection officer is Anastasia Byard (see 'Contact us' below).

Successful candidates should refer to our privacy notice for the school workforce for information about how their personal data is collected, stored and used. This privacy notice can be accessed at [www.northernambition.org.uk/data-protection/](http://www.northernambition.org.uk/data-protection/)

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

- Contact details
- Date of birth, marital status and gender
- Recruitment information, including copies of right to work documentation, references and other information included in an application form or cover letter or as part of the application process
- Qualifications and employment records, including work history, job titles, working hours, training records, teacher number 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 collect and use this information

We use this data:

- To enable us to contact you during the recruitment process
- To enable us to establish relevant experience and qualifications
- To facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- To enable equalities monitoring
- To ensure that appropriate access arrangements can be provided for candidates that require them

## The lawful basis on which we use this information

We only collect and use personal information about you when the law allows us to. Most commonly, we process it where:

- We need it to fulfil a contract we anticipate entering into with you, e.g. to invite you to attend for interview in relation to an advertised post
- We need to comply with a legal obligation, e.g. we are legally required to check you are eligible to work in the UK
- We need it to perform an official task in the public interest, e.g. to comply with the requirements of safer recruitment

Less commonly, we may also process your personal data in situations where:

- We have obtained consent to use it in a certain way e.g. your consent to share your data with other local schools who are advertising a similar vacancy or to retain your details on file for any future vacancies
- We are processing the data in line with our 'legitimate interests', e.g. by recording CCTV images of you when on the school premises to protect the staff, students, visitors and property

Where we have obtained consent to use your personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using your personal data overlap, and there may be several grounds which justify our use of this data.

## Collecting information

While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this. If it is mandatory, we will explain the possible consequences of not complying.

## Storing your data

Personal data we collect as part of the recruitment process is stored in line with our Data Protection Framework. We keep personal information about you while you are being considered for employment by our Trust. The information is kept secure and is only used for purposes directly relevant to your employment.

If you are unsuccessful in your application, we will delete the information you have provided in accordance with our Records Management Policy.

If you would like a copy of this policy, please contact our Data Protection Officer using the contact details below.

## Who we share your information with and why

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

- Other schools – with your explicit consent, to allow them to consider your application for similar posts advertised within their schools

We do not share information about employees with any third party without consent unless the law and our policies allow us to do so.

### **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.

## **Requesting access to your personal data**

Under data protection legislation, you have the right to request access to information that we hold about you. If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

To make a request for your personal information, please contact your school's Business Manager in the first instance.

You also have the right to:

- 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
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

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 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

## Contact

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

**Anastasia Byard**

***Data Protection Officer***

**Tel:** 01977 664555

**Email:** [dataprotection@northernambition.org.uk](mailto:dataprotection@northernambition.org.uk)

**Address:** Northern Ambition Academies Trust

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