

# Privacy Notice Job Applicants

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## Version Control

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V4	Sept 2022	No Revisions	None
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## 1 Introduction

Under UK data protection law, individuals have a right to be informed about how our 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 applying for jobs within our trust.

Our trust, The Rose Learning Trust, Central Office, Stevens Road, Doncaster DN4 0LT, is the 'data controller' for the purposes of UK data protection law.

Our data protection officer is Deborah Temperton (see 'Contact us' below).

## 2 The personal data we hold

We process data relating to those applying to work within or Trust. Personal data that we may collect, use, store, and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Copies of right to work documentation
- References
- Evidence of qualifications
- Employment records, including work history, job files, 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
- Photographs and CCTV images captured in school

We may also collect, use, store, and share (when appropriate) information about criminal convictions and offences.

We may also hold data about you that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service in respect of criminal offence data



## 3 Why we use this data

- The purpose of processing this data is to aid the recruitment process by:
- Enabling us to establish relevant experience and qualifications
- Facilitating safe 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

### 3.1 Use of your personal data for marketing purposes

Where you have given, us consent to do so, we may send you marketing information by email or text promoting school events, campaigns, charitable causes, or services that may be of interest to you.

You can withdraw your consent or 'opt out' of receiving these emails and/or texts at any time by clicking on the 'Unsubscribe' link at the bottom of any such communications, or by contacting us (see 'Contact us' below)

### 3.2 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.

## 4 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 interest)



Lawful basis: -

- contractual: it is necessary for the performance of a contract to which you are a party - an employment contract. This relates to information that we need to recruit and employ you
- contractual: it is necessary to take steps at your request prior to entering into a contract for employment. This relates to information that we collect as part of the application and selection process
- legal obligation: it is necessary to comply with a legal obligation placed on us as the data controller - we are required to report on equality of opportunity; and onboarding processes have specific requirements
- public task: processing is necessary for the performance of a task carried out in the public interest to ensure we process data to fulfil our statutory function as an academy trust
- consent: if we rely on your consent to process your personal information for the purposes of recruitment, you have the right to withdraw your consent for processing for that purpose at any time by contacting the DPO at [DPO@roselearning.co.uk](mailto:DPO@roselearning.co.uk)
- legitimate interests: where our processing of your information is based solely on our legitimate interests (or those of a third party), you have the right to object to that processing if you give us specific reasons why you are objecting, which are based on your particular situation

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 collecting and using personal information about you overlap, and there may be several grounds which justify the trust's use of your personal data

## 5 Collecting this data

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

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 data we hold about you will come from you, but we may also hold data from:

- local authorities
- Government departments or agencies
- Police forces, courts, tribunals



## 6 How we store this data

Personal data we collect as part of the job application process is stored in line with our Records Management Policy

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.

When it is no longer required, we will delete your information in accordance with our Records Management Policy.

If you wish to request a copy of this policy, please email: [DPO@roselearning.co.uk](mailto:DPO@roselearning.co.uk)

## 7 Who we share data 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 person information about you with:

- Our local authorities – to meet our legal obligations of conducting safeguarding checks on job applicants
- Professional advisers and consults – to enable them to provide the service we have contracted them for, such as HT and recruitment support
- Employment and recruitment agencies – in order to assist them in fulfilling their contract with ourselves

### 7.1 Transferring data internationally

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

In cases where we must set up safeguarding arrangements to complete the this transfer, you can get a copy of these arrangements by contacting us.



## 8 Your rights

### 8.1 How to access the personal information we hold about you

Individuals have a right to make a 'subject access request' to gain access to personal information that the Trust holds about them.

- 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
- 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

You may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer.

### 8.2 Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or Distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection Regulations

To exercise any of these rights, please contact our data protection officer.



## 9 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/make-a-complaint/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## 10 Contact Us

If you have any question, concerns, or would like more information about anything mentioned in this privacy notice please contact our Data Protection Officer:

- Deborah Temperton – [DPO@roselearning.co.uk](mailto:DPO@roselearning.co.uk)

Last Updated

We may need to update this privacy notice periodically, so we recommend that you re visit this information from time to time.

The version was last updated in September **2022**

