



# PRIVACY NOTICE FOR ALL APPLICANTS

<b>Policy Title</b>	Privacy Notice for all Applicants	<b>Department Responsible:</b>	I.T – GDPR Lead
<b>Version</b>	V1 – 25 September 2018	<b>Review Date:</b>	1 September 2019

## Privacy Notice

### How we use applicant information

In order to operate The Shared Learning Trust and its academies ("We", The Trust") recruitment system we will collect and store personal information you submit to it via our recruitment website. Please read the following privacy policy to understand how the Trust uses and protects the information you provide.

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

We collect personal information through our application form

- personal information such as first name (s), surname (s), address (s), email address (s), contact numbers, employee or teacher number
- Qualifications (such as GCSE's, A Levels, Degree studies and other relevant qualifications)
- Employment history
- Right to work in the UK
- Notes from interviews and activities we ask you to complete as part of the recruitment process
- References from previous employers
- We may process information about whether or not applicants are disabled so we can make reasonable adjustments for candidates who have a disability.

### How we use this information

- To find out more about your skills and experiences
- To match your skill sets with job vacancies to assist in finding you the positions that most suit you
- Where you agree that we may do so to keep your information on our files to keep you informed of available roles as they arise. As this carried out under your consent you may withdraw your consent at any point you can do this by contacting the trust [privacy@thesharedlearningtrust.org.uk](mailto:privacy@thesharedlearningtrust.org.uk) or ring 01582 211 211
- We will not use your data for any purpose other than the recruitment application process of which you are a part

### How we hold this information

The personal information you set out above is stored on the computer system of our third-party provider and is accessed by authorised trust employees for the purposes of recruitment. Any interview notes taken by trust employees are stored and maintained by for the purposes of recruitment.

### The lawful basis on which we process this information

We collect and process your personal data under the lawful basis of legitimate interest and legal obligation. For example, we have a legitimate interest to see your work history and qualifications to see if you would be suited to the role you have applied for. We are under a legal obligation to ensure any successful applicants have the right to work in the UK.

### Disclosure of your information

Your information will not be disclosed to any organisation outside of the trust except for any third-party service providers involved with our recruitment activities. However, it may be necessary to share your data with government agencies such as HM Revenue and Customs, or the Home Office or legal advisors.

Once an offer of work has been accepted by you, we will ask you to provide further information at

that stage to enable us to enter into an employment or working relationship with you. In the event that you enter into employment or another working relationship with us, we may then store and retain the information set out above as part of your personnel file and use it for the purposes of your employment.

### **Your duty to inform us of changes**

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during our recruitment process.

### **How long we retain applicant information**

If you are unsuccessful, we will retain your application form and other information collected during the recruitment process for 6 months, at which point it will be securely destroyed.

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

Under data protection law you have certain rights in respect of your data, as you can see below. If you would like to exercise any of these rights, please contact the academy using the following details:

Nic Rowley – IT Manager

Email: [privacy@thesharedlearningtrust.org.uk](mailto:privacy@thesharedlearningtrust.org.uk)

Phone: 01582 211 211

1. The right to be informed – The information set out within this notice should inform you of why we process your personal data
2. The right of access – Subject to limited exceptions you can request us to send you copies of any data we process relating to you
3. The right to rectification – you can request we correct any data we process on you
4. The right to erasure – Subject to limited exceptions you can request that we delete any data we process on you. Please note that we may be required by certain legislation to retain data relating to you or we may otherwise need to hold certain data, for example for the defence of legal claims.
5. The right to restrict processing – Subject to some exceptions you can request that we limit the processing of the data we hold in respect of you
6. The right to data portability – you can request for your data to be exported from our systems to a readable format for you to take elsewhere
7. The right to object – Subject to some exceptions you can ask us to stop processing your personal data
8. Rights in relation to automated decision making and profiling – where a decision has been made by automated means you can ask for human intervention. Please note The Shared Learning Trust and its academies do not carry out any automated decision making or profiling at this time.

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/concerns/>

### **Further information**

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

[privacy@thesharedlearningtrust.org.uk](mailto:privacy@thesharedlearningtrust.org.uk)

Nic Rowley Trust IT Manager

*We take the security of your data seriously. We have internal policies and controls in place to help ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed or made available except to authorised personnel in the proper performance of their duties or to restricted third party organisations who process data on our behalf and who are contractually obliged to ensure the security of your data*

