



## Privacy Notice for Job Applicants

As part of our staff recruitment process, we collect, process and store personal information about you.

This document sets out:

- why we collect your personal information;
- what information we collect and;
- how we process it as part the recruitment process.

Throughout this Privacy Notice we use the term “processing” to cover all activities involving your personal information, including collecting, handling, storing, sharing, accessing, using, transferring and disposing of the information.

### Why do we collect your personal information?

In order to manage your application, we need to process certain personal information about you.

We only process your information as necessary for the purposes of progressing your application or as required by law or regulatory requirements.

Your provision of personal information is voluntary and you determine the extent of information you provide to us. However, please note that if you decide not to provide information, it may affect our ability to consider you for employment.

### What personal information might we process?

During the recruitment process we capture some sensitive personal data about you (e.g. disability information). We do this in order to make reasonable adjustments to ensure as many people as possible can apply for jobs with us and to ensure that we comply with regulatory obligations placed on us with regard to our recruitment process.

Here is a full list of the information we may process.

- Name and contact details (address, 'phone numbers and e-mail);
- Date of birth;
- Education and work history including current post;
- Information which helps us comply with our legal requirements (such as our Equality Duty) including ethnicity, nationality, disability, gender and immigration/employment status;

- Information relating to your current employment including salary, hours of work, date appointed, notice period and, if relevant, reason for leaving;
- Membership of professional bodies, other courses/training attended;
- Skills and qualifications;
- Possession of a driving licence;
- Relationship to senior staff or governors of the institution;
- Referees;
- Criminal convictions (if relevant).

And, if invited for interview:

- Notes from shortlisting process;
- Notes from face-to-face interviews;
- Results from interview tasks (presentations, in-tray exercises, skill tests, teaching sessions);
- Results of the selection process.
- References.

We do not use automated decision-making processes.

**Who do we share your personal information with?**

Your personal information will be seen only by specific staff in the Personnel Department, the shortlisting panel (anonymised) and the interview panel.

Some of your information may be shared externally if it is necessary or required (for example if we invite an external person to sit on the interview panel).

The recruitment process will involve:

- Assessing and progressing your application (qualifications, experience);
- Assessing your suitability (skills, strengths) for the role.

**How do we protect your information?**

Our HR and Recruitment systems are protected to ensure that unauthorised or unlawful processing of personal information, accidental loss or destruction of, or damage to, personal information does not occur.

Your personal information will be retained for no longer than six months before being destroyed unless you are offered a job and accept, in which case we will retain some of your data. A separate privacy notice covers the data we hold on our employees.

We keep this information for this period to enable us to respond to any complaints (e.g. bias, discrimination) which may arise after the recruitment process has been completed.

## **Your Rights**

You are entitled to see the information we hold about you.

You can also request changes to be made to incorrect information (with the exception of data supplied to demonstrate compliance with the published eligibility and selection criteria which may not be updated or corrected after the closing date for applications for the post in question).

You can ask for information to be deleted or blocked if you think that we shouldn't be processing that information or are processing it incorrectly.

As this document is updated, the current versions will be posted on this site.

## **Criminal records checks**

Given the nature of our business, we have legal and regulatory obligations to ensure that, for a number of positions, the people we employ do not have a criminal record.

We therefore ask questions about any prior civil or criminal proceedings you may have been subject to and may also conduct criminal record checks.

These checks are only performed on candidates who have been selected for a role. Your consent will be requested before screening checks are performed. You will also be asked to complete a Disqualification by Association declaration.

## **Processing Conditions**

Our entitlement to process your personal information is governed by a number of processing conditions. This means that we may rely on more than one of these conditions in order to process elements of your personal information throughout the recruitment process:

- We will process your personal information in the administration of your application;
- We will also process your personal information where it is required by law or regulation.

You are responsible for the information you provide or make available to us, and you must ensure it is honest, truthful, accurate and not misleading in any way.

Our Data Protection Officer is Sian Durrant.

If you have any queries about this notice or your personal information generally, including questions about accessing your personal information or correcting it, you should contact Elveden Schools Trust [office@elvedenacademy.co.uk](mailto:office@elvedenacademy.co.uk) or phone 01842 890258 and ask to speak to the CEO or CFOO. We will contact our data protection officer Sarah Ingram to handle your request.