

## Privacy Notice *for Job Applicants*

The Apollo Partnership Trust (registered office c/o Castle Rock High School, Meadow Lane, Coalville, Leicestershire LE67 4BR) is the Data Controller for the purposes of the Data Protection Act 1998 and General Data Protection Regulations 2018 (GDPR). Guided by these acts, we offer protection for individuals, but share data when it is required by law or is beneficial to the individual. Under data protection law, individuals have a right to be informed about how the Trust and its schools uses any personal data that we hold about them.

For the contact details of the Trust Data Protection Officer (DPO) please see our Data Protection page on [www.apollopartnershiptrust.uk](http://www.apollopartnershiptrust.uk).

### 1.0 The Personal data we hold

1.1 We process data relating to those applying 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
- Copies of right to work documentation
- References
- Evidence of qualifications
- Employment records, including work history, job titles, training records and professional memberships
- Shortlisting and interview panel notes

### 2.0 Special categories of data

2.1 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

### 3.0 Why we use this data

3.1 The purpose of processing this data is to support the Trust and its schools to:

- Establish and maintain effective governance
- Meet statutory obligations for publishing and sharing Governance and Trustees details
- Meeting statutory obligations for organising DBS and Right to Work in UK screening
- Facilitate safe recruitment, as part of our safeguarding obligations towards students and pupils
- Undertake equalities monitoring
- Ensure that appropriate access arrangements can be provided for volunteers who require them

3.2 We believe where in use across our Trust, the use of CCTV equipment is a proportionate means of safeguarding our premises, staff and students, pupils and other visitors. We adhere to the Information Commissioner's guidance on

the use of CCTV equipment in our operation of this policy. <https://ico.org.uk/for-organisations/guide-to-data-protection/cctv/>

3.3 If serious misconduct or a dangerous activity is observed, we may use such images.

#### 4.0 The lawful basis on which we process this data

4.1 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

4.2 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)

4.3 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.

#### 5.0 Collecting this information

5.1 Whilst the majority of information provided to us is mandatory, some of it is provided to us on a voluntary basis. We will inform those volunteering to work with us whether they are required to provide certain information to us or if they have a choice in this.

#### 6.0 Storing this information

6.1 Personal data is stored in line with our Data Protection Policy and Records Retention and Disposal Schedule.

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

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

#### 7.0 Who we share this information with

7.1 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 and auditors

- Employment and recruitment agencies
- Police forces, courts
- Trust / school websites – to meet our legal obligations about sharing information about governors / trustees

## 8.0 Transferring data internationally

8.1 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.

## 9.0 Your Rights

9.1 Individuals have a right to make a ‘subject access request’ to gain access to personal information that the school 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

9.2 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 by 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

9.3 To exercise any of these rights, please contact our Data Protection Officer.

9.4 Where job applicants are not successful in securing an interview, job application forms will be securely destroyed in accordance with the Records Retention and Disposal Schedule. Trust schools would not normally provide feedback on why someone has not been shortlisted as shortlisting will be done from the information provided in the job application pack. Job applications and CVs are not normally held on file for future posts unless it is explicitly agreed. Where job applicants are called for interview but are unsuccessful they are encouraged to arrange a suitable time to receive feedback from a member of the interview panel. Where job applicants are successful, job application forms will transfer to their personnel file.

## 10.0 Complaints

10.1 If you have a concern about the way we are collecting or using your personal data, or if you think any of the data that we hold on you is incorrect, misleading or inappropriate, we ask that you raise your concern with the Trust’s DPO.

10.2 Alternatively, you can contact the Information Commissioner’s Office at [ico.org.uk/concerns/](https://ico.org.uk/concerns/)

## 11.0 Further information

11.1 If you would like to discuss anything in this privacy notice, please contact the Trust's Data Protection Officer, [dpo@apollopartnershiptrust.uk](mailto:dpo@apollopartnershiptrust.uk)