



SEVERN ACADEMIES
EDUCATIONAL TRUST

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Privacy Notice: Job Applicants – Non-Religious

March 2019
dpo@saet.co.uk

Under data protection law, individuals have a right to be informed about how the Trust uses any personal data 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 at our Trust.

Severn Academies Educational Trust (SAET), is the 'data controller' for the purposes of data protection law. **Our data protection officer is Jenny Lane** (see 'Contact us' below).

Successful candidates should refer to our privacy notice for staff for information about how their personal data is collected, stored and used.

The personal data we hold

We process data relating to those applying to work at our 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 titles, 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

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

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 interests)
- We have legitimate interests in processing the data – for example, where:
 - from time to time we may send out paper based marketing material.

In addition to the above, we must have a condition for processing special category data, these are:

- Processing is necessary for reasons of substantial public interest.
- The data subject has given explicit consent to the processing
- Processing is necessary to fulfil obligations/exercise rights of controller or data subject in employment

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 Trust's use of your data.

Collecting this information

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

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.

How we store this data

Personal data we collect as part of the job application process is stored in line with our record retention schedule. 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 record retention schedule. To request a copy of the retention schedule email: office@saet.co.uk

Data sharing

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:

- Trade unions and associations to facilitate their role in supporting the workforce
- Suppliers and service providers – to enable them to provide the service we have contracted them for e.g. HR services and recruitment support
- Employment and recruitment agencies used from time to time to support the recruitment process
- Professional advisers and consultants used from time to time to support the recruitment process
- Police forces, courts, tribunals to meet our legal obligations to share certain information, such as if a person has been suspected of being involved in or the victim of criminal activity

Transferring data internationally

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

Your Rights

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.

We aim to respond to Subject Access Requests within one month but during school holidays this may become more difficult.

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

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.

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/concerns/>
- Call 0303 123 1113
- Or write to:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF



Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

- FAO Jenny Lane - The DPO at dpo@saet.co.uk or telephone 01299 872950

Write to:

Data Protection Officer
Severn Academies Educational Trust
Minster Road
Stourport on Severn
Worcestershire
DY13 8AX