

## Privacy Notice – Job Applicants

The Southfield Grange Trust is registered with the information Commissioners Office (ICO) under the provisions of the Data Protection Act 2018. The Trust takes its responsibilities under the Act very seriously.

This notice provides details of how The Southfield Grange Trust collects and uses information about you.

### What is this information?

The Southfield Grange Trust collects personal data about applicants through the application and recruitment process, either directly from candidates or sometimes from an employment and/or supply agency. We may sometimes collect additional information from third parties including former employers.

We will collect additional personal information in the event that your application to The Southfield Grange Trust is successful. After you start work, your information will be processed in accordance with our GDPR Policy and a different Privacy notice, a copy of which will be provided to you once you commence employment with The Southfield Grange Trust.

### We will collect, store, and use the following categories of personal data about you:

- Personal contact details such as name, addresses, telephone numbers, and personal email addresses and national insurance number
- Equal Opportunity information ie. Gender, status, date of birth, age, ethnicity, disability, sexual orientation and religion/belief
- Copies of right to work documentation (evidence to demonstrate your entitlement to work in the United Kingdom)
- References or other information that you may have included in a cover letter or Application Form
- Records of your education and training details
- Records of your previous employment (including job titles, work history, working hours, training records and professional memberships and salary details)
- Copies of qualifications and any other documentation relevant to the post in which you have applied for (including educational/professional qualifications ie. PGCE, Cert Ed0, Teacher QTS and Induction Certificates, vocational qualifications).

### Who uses this information?

Human Resources and those involved in the recruitment process will use this information for recruitment purposes.

### **What legal basis does The Southfield Grange Trust have to collect and use this information?**

The Southfield Grange Trust will only use your personal information when the law and our policies allow us to. Most commonly, we will process your personal information under the following legal bases:

- Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract
- Processing is necessary for compliance with a legal obligation
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement
- Processing is necessary for the establishment, exercise or defence of legal claims or where courts are acting in their judicial capacity

In the rare circumstance that we don't have a legal authority to use your information, we will obtain your consent first.

### **We process your data for the following purposes:**

- Making a decision about your recruitment or appointment
- Pre-employment vetting & checks (including Disclosure & Barring (DBS) checks, Secretary of State teacher prohibition check, Secretary of State section 128 direction check, European Economic Area (EEA) regulating authority teacher sanction or restriction check, teacher service checks)
- Determining the terms on which you work for us
- Checking you are legally entitled to work in the UK
- Checking you are mentally and physically fit to carry out work responsibilities
- To prevent and detect fraud
- To conduct data analytics studies (such as recruitment trends) to review and better understand the profile of candidates who apply to us; and who amongst them are successful
- Equality and diversity monitoring

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal information.

### **How we process "special categories" of more sensitive personal information**

We may also collect, store and use the following "special categories" of more sensitive personal information:

- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions
- Trade union membership (only where you have mentioned this in your application eg where you list being a union representative)
- Information about your health, including any medical condition, health and sickness including pre-employment medical questionnaire and/or screening
- Biometric data
- Information about criminal convictions and offences

These “special categories” of particularly sensitive personal information require higher levels of protection.

We need to have further justification for collecting, storing and using this type of personal information. Our GDPR Policy contains details of the safeguards which we are required by law to maintain when processing such data.

We may process special categories of personal information in the following circumstances:

- Where we need to carry out our legal obligations or exercise rights in connection your application. For example, we will use information about your physical or mental health, or disability status, to ensure your health and safety in the workplace and to assess your fitness to work, to provide appropriate workplace adjustments, to monitor and manage sickness absence and to administer benefits; or
- Where it is needed in the public interest: for example, we will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equality and diversity monitoring and reporting.
- In limited circumstances, with your explicit written consent. However, we do not need your consent to use special categories of your personal information in accordance with our written policy to carry out our legal obligations or exercise specific rights in the field of employment law. In limited circumstances, we may approach you for your written consent to allow us to process certain particularly sensitive data. If we do so, we will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent. You should be aware that it is not a condition of any offer of employment with us that you agree to any request for consent from us.
- Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose or we can lawfully process the data for the additional purpose under one of the other legal bases defined in Data Protection legislation. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so. Please note that we may process your personal information without your knowledge or consent, in compliance with the rules mentioned above, where this is required or permitted by law.

### **What is ‘person identifiable data’?**

The term ‘person identifiable data’ relates to any data that could potentially identify a specific individual. The following fields in Human Resources are examples of person identifiable: Name, age, address, postcode, place of birth, date of birth, gender, national insurance number, any application data and any information about an individual that can be used directly, or in connection with other data, to identify, contact or locate that person.

### **Who are we likely to share this information with?**

We may sometimes share the information we have collected about you where it is necessary, lawful and fair to do so. In each case we will only share the minimum amount of information, only when required, for the following reasons:

- With other colleagues of The Southfield Grange Trust to allow managers to manage recruitment processes
- With other organisations (with your consent, or where the law allows us) to provide services to The Southfield Grange Trust. For example, Personnel Checks whom the Trust has appointed to process a Disclosure & Barring Service (DBS) check)

### **How do we keep this information secure?**

Your information will be stored securely within Human Resources with stringent access and use policies.

### **How long do we keep this information?**

The Southfield Grange Trust will only retain your personal data for as long as necessary to fulfil the purposes for which it was collected, including for the purposes of satisfying any legal, regulatory accounting, or reporting requirements. The Southfield Grange Trust has a Retention Policy which details how long we will keep different types of records and when these are deleted by secure means. This policy is available on our website.

### **What are your rights?**

You have the right to request The Southfield Grange Trust to stop processing your personal data in relation to any other Trust service. Wherever possible, we will seek to comply with your request but we may need to hold or process information in connection with one or more of the Trust's legal functions.

If you have any questions about our use of these data, or you wish to request a copy of the information we hold about you, or you wish to discuss your rights in relation to opting out from these processes, please email Human Resources in the first instance, [hr@southfieldgrange.org.uk](mailto:hr@southfieldgrange.org.uk)