

Recruitment Privacy Notice

Date of issue: May 2018

**Recruitment Privacy Notice**

**Policy Statement**

We are Academy Transformation Trust. As part of your application to join us, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their “personal data”. This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold an individual’s personal data for a period of time after the recruitment process, even if you are unsuccessful. Anything that we do with an individual’s personal data is known as “processing”.

This document sets out what personal data we will gather and hold about individuals who apply for a position with us, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

**What information do we process during your application process?**

We may collect, hold, share and otherwise use the following information about you during your application process.

*Up to and including shortlisting stage:*

* your name and contact details (i.e. address, home and mobile phone numbers, email address);
* details of your qualifications, training, experience, duties, employment history (including job titles, salary, relevant dates and working hours), details of driving licence (if relevant for role), membership of professional bodies and interests;
* your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs;
* information regarding your criminal record;
* details of your referees;
* whether you are related to any member of our workforce; and
* details of any support or assistance you may need to assist you at the interview because of a disability.

*Following shortlisting stage, and prior to making a final decision*

* information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers;\*
  + confirmation of your academic and professional qualifications (including seeing a copy of certificates);\*
  + information via the DBS process, regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs), whether you are barred from working in regulated activity;\*
  + your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;\*
  + medical check to indicate fitness to work;\*
  + a copy of your driving licence (or other appropriate documentation as listed on the Home Office list);\*
  + if you are a teacher, we will check the National College of Teaching and Leadership (“NCTL”) Teachers Services about your teacher status, whether you are subject to a prohibition from teaching order and any other relevant checks (for example Section 128 direction for management posts and EEA teacher sanctions);\* and
  + equal opportunities’ monitoring data.

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked (\*) above to us to enable us to verify your right to work and suitability for the position. Without providing us with this information, or if the information is not satisfactory, then we will not be able to proceed with any offer of employment.

If you are employed by us, the information we collect may be included on our Single Central Record. In this scenario, a further privacy notice in relation to data we collect, process, hold and share about you during your time with us, will be issued to you.

**Where do we get information from about during your application process?**

Depending on the position that you have applied for, we may collect this information from you, your referees (details of whom you will have provided), your education provider, any relevant professional body, the Disclosure and Barring Service (DBS), NCTL and the Home Office, during the recruitment process.

**Why do we use this information?**

We will process your personal data during your application process for the purpose of complying with legal obligations, carrying out tasks which are in the public interest, and taking steps with a view to entering into an employment contract with you. This includes:

* to assess your suitability for the role you are applying for;
* to take steps to enter into a contract with you;
* to check that you are eligible to work in the United Kingdom or that you are not prohibited from teaching; and
* so that we are able to monitor applications for posts in the [Trust/Academy/School] to ensure that we are fulfilling our obligations under the public sector equality duty under the Equality Act 2010.

**How long will we hold information in relation to your application?**

We will hold information relating to your application only for as long as necessary. If you are successful then how long we need to hold on to any information will depend on type of information. For further detail please ask to see our Retention Schedule.

If you are unsuccessful we will hold your personal data only for six months, after which time it is securely deleted.

**Who will we share information with about your application?**

We will not share information gathered during your application process with third parties, other than professional advisors such as legal and HR advisors.

**Rights in relation to your personal data**

All individuals have the right to request access to personal data that we hold about them. To make a request for access to their personal data, individuals should contact: Mrs P Garrad, HR Administrator.

Please also refer to our Data Protection Policy for further details on making requests for access to personal data.

Individuals also have the right, in certain circumstances, to:

* Object to the processing of their personal data
* Have inaccurate or incomplete personal data about them rectified
* Restrict processing of their personal data
* Object to the making of decisions about them taken by automated means
* Have your data transferred to another organisation
* Claim compensation for damage caused by a breach of their data protection rights

If an individual wants to exercise any of these rights then they should contact Mr Christopher Leach, our Data Protection Lead. The law does not oblige the academy to comply with all requests. If the academy does not intend to comply with the request then the individual will be notified of the reasons why in writing.

**Concerns**

If an individual has any concerns about how we are using their personal data then we ask that they contact our Data Protection Lead in the first instance. However an individual can contact the Information Commissioner’s Office should they consider this to be necessary, at <https://ico.org.uk/concerns/>.

**Contact**

If you would like to discuss anything in this privacy notice, please contact: Mr Leach our Data Protection Lead.

**GUIDANCE FOR APPLICANTS**

Mildenhall College Academy is fully committed to equal opportunities. Education should play a positive role in counteracting attitudes in society, which hinder the development of an individual’s potential. We believe that good equal opportunities practice is synonymous with good educational practice and good management. The academy is happy to assist any candidates with disabilities to complete an application form and can modify the form i.e. large text, colour should it be required.

Mildenhall College Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The academy has a clear policy and procedure for safeguarding and our selection process is designed to assess candidates’ suitability for the role and for working with children. The purpose of the academy’s safeguarding policy is to ensure every child who is a registered pupil at our academy is safe and protected from harm. This policy will give clear direction to staff, volunteers, visitors and parents about the expected behaviour and our legal responsibility to safeguard and promote the welfare of all children at our academy. We fully recognise the contribution we can make to protect children from harm by supporting and promoting the welfare of all children who are registered pupils at our academy. The elements of our policy are prevention, protection and support.

Mildenhall College Academy welcomes applications from candidates using the academy’s application form. This may be accompanied by a covering letter or statement but not a CV.

The academy complies with the DBS code of practice in regard to criminal record information and successful candidates will be required to have an enhanced DBS check before an appointment is confirmed. Candidates are invited to self disclose any criminal convictions when filling in the application form. The academy will not discriminate unfairly against any applicant on the basis of a conviction or any other information revealed. However, the academy will not employ any person who is barred from working with children as a result of a conviction. Candidates may wish to provide details of a conviction or other relevant information in a sealed envelope marked ‘Confidential’. This will only be opened if a candidate is shortlisted for interview otherwise it will be destroyed. If a confidential disclosure indicates that a candidate has a previous conviction for an offence involving children or one that is so serious that it might mean that the person is barred from working with children, the academy will seek advice from its HR adviser or directly from the Independent Safeguarding Authority.

**Selection Process**

The selection process is designed to test candidates’ fulfillment of the requirements for the role and their suitability to work with children. Candidates’ applications will be judged against the criteria as laid out in the Person Specification and suitable candidates will be shortlisted for interview. The essential criteria of the Person Specification must be met in full. At this time references will be requested and it is important for applicants to indicate on their application form the names of two referees. In all cases where an applicant has previous experience of working with children at least one of the references should come from the last or current employer and in most cases this should be the Headteacher. If a candidate has not worked recently with children, and prefers to supply more recent references, we ask for a third reference from the last employer where the candidate worked with children. Under no circumstances will the academy accept open references or testimonials or any photocopies or originals provided by the candidate themselves. References will be expected to verify a candidate’s suitability for the role and for working with children.

If shortlisted for interview candidates will receive a letter or email inviting them to interview and setting out the structure for the selection process which may require candidates to teach a lesson or take part in other activities. These will be specified in the letter or email. Throughout the selection process candidates will be judged about their suitability for the role and the process will conclude with the consideration of the candidates’ suitability to work with children. Interview panels will consist of the Principal, another member of staff and in some cases a governor. For applicants who are shortlisted for interview any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview.

The successful candidate will be informed at the end of the selection process and usually on the same day that they are receiving an offer of employment. This will be subject to all preemployment checks being carried out successfully, including satisfactory references, medical checks and a satisfactory DBS disclosure. Unsuccessful candidates will be offered the opportunity of a debrief.

**Terms and Conditions**

Current or previous employers will be contacted as part of the process of pre-appointment checks. An enhanced DBS check will be carried out and if an applicant is overseas trained, their eligibility to work in the UK will also have to be evidenced.

Candidates will need to supply:

* proof of identity, e.g. passport, driving licence with photograph
* proof of professional status where relevant, e.g. PGCE certificate, QTS certificate etc.
* proof of qualifications where relevant – degree certificate and proof of Maths, English and Science GCSE grade C or equivalent and for recent applicants to the profession Skills Tests certificates for Literacy, Numeracy and ICT. All certificates need to be original.

Successful candidates will also be asked to complete a medical form for clearance to work. All pre-employment check documentation will only be seen if a candidate is successful.

**INFORMATION FOR APPLICANTS**

Mildenhall College Academy, which originated as Mildenhall Upper School, converted to academy status with a multi-academy trust, the ATT (Academy Transformation Trust) in July 2013.

The academy an 11-18 mixed comprehensive, which opened in 1976 after Suffolk County Council’s decision to introduce comprehensive education and the Government’s decision to locate London overspill populations in the towns of Mildenhall and Brandon.

In September 2012 Suffolk re-organised to a two-tier model of primary and secondary school provision across its Western area. Mildenhall College Academy is 9 miles from its neighbouring school in Brandon, 11 miles from the school in Newmarket, and 13 miles from those in Bury St Edmunds. Besides the populations from the three towns of Mildenhall, Brandon and Lakenheath, the academy serves the villages in a broad rural catchment area, 16 miles across at its widest point. Well over half the academy’s pupils travel to the academy by bus.

From September 2012, the academy has operated on a split site with the main school catering for years 7 to 11 on the Bury Road site and the Sixth Form (MCA6) on the Sheldrick Way site. Teachers are required to work in both sites but we aim to keep travelling from site to site to a minimum.

The catchment area is home to two large USAF contingents at RAF Mildenhall and RAF Lakenheath. The large American population has a significant impact on the local community, but the number of American children in the academy is relatively small. Most US forces’ children attend the Department of Defence Junior and Senior High Schools at RAF Lakenheath and RAF Feltwell.

The academy’s community is now well settled. Most pupils are now Suffolk-born and the term ‘London overspill’ is something of a misnomer, although many local families have kinship with east London. The academy population is truly comprehensive and over the years the socioeconomic mix in the community has become more balanced. There is still a lack of professional employment opportunities and many youngsters come from disadvantaged backgrounds, but there is a majority of supportive and aspirant families which is reflected in the consistently improved results which the academy has achieved throughout the last ten years.

The academy is welcoming and has a positive ethos. Achievement is celebrated and targeted and we are proud to record value added performance across the whole ability range. Our most recent OFSTED inspection (November 2018) awarded the academy with Good in every category. The latest report is downloadable from our website.

Mildenhall College Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Miss N Hood, new Principal from 1/9/2019

Written by Mrs S Byles, ex-Principal until 31/8/2019

Written: Spring Term 2015

Revised: November 2018