Trust Wide Data Protection
Privacy Notice
for all Academies
Applicants

Introduction

Under UK 'Data Protection Law' individuals have a right to be informed about how our trust or academy schools uses any personal data that we hold about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **individuals during the application process at any of our academy schools.**

Who are we?

Our trust, The Bishop Konstant Catholic Academy Trust, St Wilfrid's Catholic High School & Sixth Form College, Cutsyke Road, Featherstone WF7 6BD, Telephone 01924 802285 is the **'Data Controller'** as defined by Article 4 (7) of the UK General Data Protection Law. This means that we determine the purposes for which your personal data is processed and the manner of the processing. We will only collect and use your personal data in ways that are compliant with data protection legislation.

Our **'Data Protection Officer'** (DPO) is Veritau Ltd, West Offices, Station Rise, York, YO1 6GA, and is contactable via email schoolsDPO@veritau.co.uk or by calling 01904 554025. The role of the DPO is to ensure that the trust and academy schools are compliant and to oversee data protection procedures.

The categories of information that we collect, hold and process include the following:

- Personal information (such as name and address)
- Recruitment information including copies of right to work documentation, references and other information included as part of the application process
- Qualifications and employment records, including work history, job title, working hours, training records and professional memberships
- Any information provided by your nominated referees or other relevant information you wish to provide us

We will also process certain 'special category' data about applicants, including:

- Race, ethnicity, sexual orientation and religious beliefs
- Disability and access requirements
- Criminal convictions and offences, held in the strictest of confidence.

Why do we collect personal data?

We use this data to:

- Enable us to contact you during the recruitment process
- Enable us to establish relevant experience and qualifications
- To facilitate safe recruitment, as part of our safeguarding obligations towards students (pupils)
- To monitor equality of opportunity

- To ensure appropriate access arrangements can be provided for candidates

We only collect and use personal information about you for legitimate purposes, in line with legislation. Most commonly, we process information:

- To allow us to take the necessary steps prior to potentially entering into a contract with you (such as inviting you to attend an interview for an advertised position)
- To comply with legal obligations placed upon us (such as a legal obligation to check your eligibility to work in the UK)
- To carry out a task in the public interest (such as to comply with the requirements of safer recruitment)

Whilst most of the information you provide to us is mandatory, some of it is provided to us on a voluntary basis. To ensure that we comply with data protection legislation, we will inform you whether you are required to provide information or if this is optional.

Who do we share your personal data with?

We will not share information about job applicants with any third party without consent unless the law and our policies allow us to do so.

Closed Circuit Television

Some of our academies use Closed Circuit Television (CCTV) for the purpose of monitoring our premises and to support student (pupil) behavioural policies. There are visible signs showing that CCTV is in operation and images from the system are securely stored for a limited period of time and can only be accessed for legitimate purposes by authorised persons, designated to do so.
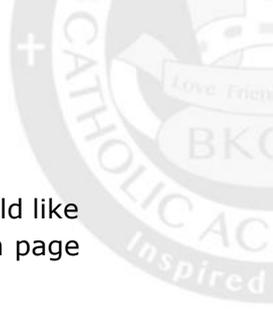
How long do we retain your personal data for?

Your information is retained for a limited period of time and is stored in line with the Trust Records Management and Retention Policy & Procedures.

What rights do you have over your data?

Under GDPR, you have the following rights in relation to the processing of your personal data:

- To be informed about how we process your personal data. This privacy notice fulfils this obligation
- To request access to your personal data that we hold and be provided with a copy of it. This is referred to as a 'Subject Access Request'
- To request that your personal data is amended if inaccurate or incomplete
- To request that your personal data is erased where that is no compelling reason for its continued processing
- To request that the processing of your personal data is restricted
- To object to your personal data being processed.

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO using the details provided on page 1.

If we cannot resolve your concerns then you may also complain to the Information Commissioner's Office, which is the UK's data protection regulator. Their contact details are below:

Phone: 0303 123 1113 or via their live chat. Opening hours are Monday to Friday between 9am and 5pm (excluding bank holidays). You can also report, enquire, register and raise complaints with the ICO using their web form on Contact us | ICO.

Changes to this notice

We reserve the right to change this privacy notice at any time. We will normally notify you of changes that affect you.

This privacy notice was last reviewed: **March 2024**