



## **Privacy notice Applicants to a new role**

### **Prospective employees**

#### **Who processes your information?**

As part of the school's recruitment process, certain information needs to be collected so your application can be considered. The following privacy notice informs you how the school intends to collect, use, process and store your data.

The Great North Wood Education Trust (The Trust) is the data controller, and they are responsible for any personal data that is provided to the school(s). This means that they determine the purposes for, and the manner in which, any personal data relating to any prospective staff member is to be processed. The processing is carried out in the individual school to whom you are making an application for employment.

A representative of the school can be contacted as follows:

Rosendale Primary School and Childrens Centre: Geraldine Pusey ([gpusey@rosendale.cc](mailto:gpusey@rosendale.cc))  
The Elmgreen School: Maxine Simpson ([msimpson@the-elmgreen-school.org.uk](mailto:msimpson@the-elmgreen-school.org.uk))

Michael Burke is the Acting Data Protection Officer ([dpo@the-elmgreen-school.org.uk](mailto:dpo@the-elmgreen-school.org.uk))  
Their role is to oversee and monitor the school's data processing practices and can be contacted if you have any queries pertaining to how the school processes data.

Where necessary, third parties may be responsible for processing personal information. Where this is required, the school places data protection requirements on third party processors in line with their own data protection requirements, to ensure data is processed in line with prospective staff members' privacy rights.

#### **Why do we need your information?**

The Trust has the legal right and a legitimate interest to collect and process personal data relating to its prospective employees to ensure the school's safeguarding and safer recruitment protocols are upheld. We process personal data to meet the requirements set out in UK employment and childcare law, including those in relation to the following:

- Academy Funding Agreement
- Academy's legal framework
- Safeguarding Vulnerable Groups Act 2006
- The Childcare (Disqualification) Regulations 2009
- Keeping Children Safe in Education 2016 and any amendments
- Working Together to Safeguard Children 2015

- Individuals who are recruited will have their personal data processed to assist in the running of the school, and to enable individuals to be paid.

If prospective members of staff fail to provide their personal data, there may be significant consequences:

- Not being able to consider your application as we have insufficient information to carry out an assessment of your suitability for employment including the requirements of safer recruitment
- We cannot tell if you are barred from taking part in regulated activity and therefore you may be committing a criminal offence by applying for a position while such a prohibition exists
- Not providing us with ample proof of a right to work in the UK will prevent employment at the name of the school. Employees found to be working illegally could face prosecution by law enforcement officers.
- Not providing accurate tax codes and/or national insurance numbers could lead to issues of delayed payments or you paying too much tax.
- Not providing the names and addresses of two referees including your most recent employer would mean we could not consider shortlisting you
- Not providing appropriate and relevant proof of identity and address to allow completion of a DBS check would lead to the withdrawal of an offer of employment

### **For which purposes are your personal data processed?**

In accordance with the above, personal data pertaining to prospective members of staff is used for the following reasons:

- Statutory requirements
- Contractual requirements
- Employment checks, e.g. right to work in the UK
- Pre-employment occupational health check
- Safeguarding
- Salary requirements
- Details of who to contact on your behalf in the event of an emergency
- Which data is collected?

The personal data the school will collect from the prospective members of staff includes the following:

- Name (and any previous names)
- Phone number
- Address
- Email address
- Medical conditions
- Work history for example, previous employers and positions
- Compensation for example, basic salary or benefits
- Education and work history including professional qualifications and skills
- References, including regulated references where necessary

- Nationality, visa, proof of right to work permit information including passport, driving licence, National Insurance numbers
- Photographs and images from recorded assessments
- Results of Pre-employment screening checks for example, occupational health, criminal records checks, DfE Barred and Sanctions List, Section 128 check and European Union disqualification list
- Characteristics such as ethnic group
- Remuneration details
- Qualifications
- Absence information
- Next of Kin
- Car registration number

The collection of personal information will benefit both the DfE and The Trust by:

Improving the management of workforce data across the sector.

Enabling the development of a comprehensive picture of the workforce and how it is deployed.

Informing the development of recruitment and retention policies.

Allowing better financial modelling and planning.

Enabling ethnicity and disability monitoring.

Supporting the work of the school teachers' review body.

### **Will your personal data be sought from third parties?**

Personal data is only sought from the data subject. No third parties will be contacted to obtain personal data pertaining to prospective members of staff without the data subject's consent.

Prospective staff members' personal data may be obtained and processed from third parties where the law requires the school to do so, e.g. medical records from a GP. The categories of data obtained and processed from third parties include:

Where data is obtained from third parties, the personal data originates from the following sources:

- Department for Education
- Professional Referees
- Previous Employer
- Occupational Health Provider
- Teachers' Pensions
- HMRC
- Home Office

### **How is your information shared?**

The Trust will not share your personal information with any third parties without your consent, unless the law allows us to do so.

We are required, by law, to pass on some personal information to our LA and the DfE. This information is used so that relevant pre-employment checks can be made. This information can be found on certain documentation for example your passport. Documents required to perform pre-employment checks are:

- Your passport
- Your birth certificate
- Your most recent bank statement or a utility or council tax bill
- A biometric residence permit (for non EU residents)

### **How long is your data retained for?**

Personal data is retained in line with The Trusts Records Management and Retention Policy. Personal information may be retained for varying periods of time depending on the nature of the information; you will be informed on how long your data will be obtained by the school. Data will only be retained for as long as is necessary to fulfil the purposes for which it was processed, and will not be retained indefinitely if there is no such reason for it to be.

Once your data has served its purpose it will be disposed of in line with the procedure outlined in the school's Records Management and Retention Policy. This can be downloaded from the Trust's website [www.gnwet.org.uk](http://www.gnwet.org.uk).

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

As the data subject, you have specific rights to the processing of your data.

You have a legal right to:

- Request access to the personal data that The Trust holds.
- Request that your personal data is amended.
- Request that your personal data is erased.
- Request that the processing of your data is restricted.
- Request to obtain and reuse your personal data for your own purposes across different services.
- Object to your consent being obtained.
- Request that your personal data is collected using automated processing.
- Where the processing of your data is based on your explicit consent, you have the right to withdraw this consent at any time. This will not affect any personal data that has been processed prior to withdrawing consent. You can withdraw consent by contacting the Data Protection Officer by email.

You also have the right to lodge a complaint with the Information Commissioners Officer (ICO) in relation to how The Great North Wood Education Trust processes your personal data. If you wish to make a complaint to the ICO, you can do so on the ICO's website or call their helpline on 0303 123 1113.

### **How can you find out more information?**

If you require further information about how we store and use your personal data, please visit the Trust website [www.gnwet.org.uk](http://www.gnwet.org.uk) to download a copy of our Data Protection

Policy and Privacy Notices. Further information is also available on the Information Commissioner's website <https://ico.org.uk>.



**Declaration**

I, \_\_\_\_\_, declare that I have been provided with the Great North Wood Education Trust Privacy notice in relation to data processing for employment applications and understand that:

- The Great North Wood Education Trust has a legal and legitimate interest to collect and process my personal data in order to meet statutory and contractual requirements.
- There may be significant consequences if I fail to provide the personal data the school requires.
- The school may share my data with the DfE if I am successful in my application, and subsequently the LA.
- If I am successful in my application then I understand that I will receive a separate workforce privacy notice from the school.
- The Trust will not share my data with any other third parties without my consent, unless the law requires the school to do so.
- The nature and personal categories of this data, and where the personal data originates from and where my data is obtained from third parties.
- My data is retained in line with the school's Records Management and Retention Policy.
- My rights to the processing of my personal data.

Name of prospective staff member: \_\_\_\_\_

Signature of prospective staff member: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this form with you application form.