Privacy Notice – Job Applicants

Under data protection law, individuals have a right to be informed about how we, the Inspire Partnership Academy Trust and our schools uses any personal data that 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 we employ, or otherwise engage, to work within the trust.

We, the Inspire Partnership Academy Trust, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Helena Walbrook (see 'Contact us' below).

The personal data we collect, use, store and share

We process data relating to those applying to work at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Name and Address
- Email address and telephone numbers
- Date of birth
- Contact details
- Nationality and copies of right to work documentation
- References
- Evidence of qualifications
- Employment records, including work history, job titles, training records and professional memberships
- Information in respect of criminal records
- Information about current salary and benefits

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 manage the recruitment process
- Enabling us to establish relevant experience and qualifications
- Facilitating safe recruitment, as part of our safeguarding obligations towards pupils
- Ensuring compliance with our obligations in relation to confirming the right to work in the UK
- Enabling equalities monitoring
- Ensuring that appropriate access arrangements and other reasonable adjustments can be provided for candidates that require them
- Ensuring the recruitment process is transparent, fair and non-discriminatory

Our lawful basis for using this data

You will be asked for your consent for us to collect, use, store and share your personal data in relation to the recruitment process. You are under no obligation to provide your consent. However, if you do not consent to us **collecting, using, storing and sharing** your personal data during the recruitment process, we may not be able to process your application.

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)

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 school'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.

In accordance with our safer recruitment obligations, we will also collect personal information about you from third parties. This will include obtaining references from your previous employer and from third parties such as the Disclosure and Barring Service (DBS) to ensure the relevant safeguarding checks are completed.

How we store this data

We will only retain the data we collect for as long as it is necessary to satisfy the purpose for which it was collected. If you are successful in being appointed then all personal data will be processed and transferred to you personnel file. If your application is unsuccessful then we will retain your personal information for six months after the end of the recruitment process.

Data sharing

We will share your personal information internally with other members of staff involved in the recruitment process in order for them to perform their roles

We do not share information about you with any external 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 third parties, for example, to enable us to meet our obligations under safer recruitment and confirming your right to work in the UK.

Your rights

How to access the personal information we hold about you

You have a right to make a 'subject access request' to gain access to personal information that we holds about you.

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.

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

Your other rights regarding your data

Under data protection law, you have certain rights regarding how your 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:

Helena Walbrook
hwalbrook@inspirepartnership.co.uk / 020 8305 7553