

Privacy Notice for Job Applicants

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V1.0	23 May 2018	DPO	First published
V1.1	18 Jul 2018	DPO	Review date updated
V1.2	Jun 2019	DPO	Minor text updates. Legal numbering added. Addition of confidentiality clause in 1.4
V1.3	03 Mar 2022	J Coundon	Remove DPO details from introduction. Updated rights and complaints sections. General formatting updates.

Introduction

As part of any recruitment process, Dartmoor Multi Academy Trust collects and processes personal data relating to job applicants. The Trust is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulation (GDPR).

The purpose of this privacy notice is to make all job applicants aware of how and why we collect and use your personal information, both during and after a job application process.

Successful candidates should refer to our Privacy Notice for Staff for information about how their personal data is collected, stored and used. This policy is available on the Dartmoor Multi Academy Trust website 'Policies' page. Successful candidates should note that duties of confidentiality apply to any personal data they see prior to their first day of employment. Details will be within the Contract of Employment.

The personal data we hold

The Trust collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number
- details of your qualifications, skills, experience, and employment history
- information about your current level of remuneration
- adjustments during the recruitment process
- information about your entitlement to work in the UK; and

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. In particular, those schools within our trust with a religious character may choose to consider the religious affiliation of candidates for certain role when making appointments to assess the suitability of a candidate for a role.
- Disability and access requirements

The organisation collects this information in a variety of ways. For example, data might be contained in application forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The organisation will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers including information from criminal records checks.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why we use this data

The purpose of processing this data is to aid the recruitment process by:

- Enabling us to establish relevant experience and qualifications
- Facilitating safe recruitment, as part of our safeguarding obligations towards pupils c) Enabling equalities monitoring
- Ensuring that appropriate access arrangements can be provided for candidates that require them

Our lawful basis for using this data

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)

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.

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.

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.

How we store this data

The Trust takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties or our appointed recruitment agencies.

Personal data we collect as part of the job application process is stored in line with our Records Management Policy.

When it is no longer required, we will securely dispose of information collected in accordance with our Records Management Policy.

Data sharing

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR department, interviewers involved in the recruitment process, managers in the department with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- Our local authority – to meet our legal obligations to share certain information with it, such as shortlists of candidates for a headteacher position
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as HR and recruitment support
- Professional advisers and consultants
- Employment and recruitment agencies

Where we transfer personal data to a country or territory outside the UK, we will do so in accordance with data protection law.

Your rights

As a data subject, you have the following rights:

- access and obtain a copy of your data on request
- rectification, i.e., to have inaccurate personal data rectified, or completed if it is incomplete
- erasure, often known as the ‘right to be forgotten’; however, this does not apply where, amongst other things, processing is necessary to comply with a legal obligation.

- restrict processing, although, as above this is a limited right
- object; though other than for marketing purposes, this is also limited as above
- Where we rely on your consent to process your data, you have the right to revoke that consent
- You also have rights in relation to automated decision making and profiling, though these are not currently relevant
- Finally, the right to seek redress, either through the ICO, or through the courts

Complaints

If you have any concern about the way we are collecting or using your personal data, would like to exercise your rights, or you would like to discuss anything in this privacy notice, we ask that you raise your concern with us in the first instance.

Please contact the School Office, Headteacher or Data Protection Officer:

Data Protection Officer:	Education Data Hub
DPO Email:	dpo@dmatschools.org.uk
DPO Phone:	01629 532888
DPO Address:	Room 396 North Block, County Hall, Smedley Street, Matlock, Derbyshire, DE4 3AG

If, however you are dissatisfied with our response to your concerns you can of course contact the ICO quoting our ICO registration number ZA362232 and stating that the Data Controller is Dartmoor Multi Academy Trust

Information Commissioners' Office

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Website: <https://ico.org.uk/concerns/>