

Privacy Notices - recruitment (applicants)

Introduction

The General Data Protection Regulation (GDPR) 2018 and Data Protection Act (DPA) 2018 sets out the law relating to data protection. This privacy notice and the way we handle your personal data, is carried out in accordance with that law.

As a prospective employer, the Trust, as a Data Controller, collects and processes your personal data as part of the recruitment process. We will process that personal data in accordance with the relevant legislation, and not disclose it to any other third party, unless allowed or required to do so under the relevant legislation.

This notice explains what personal data we hold about you, how we collect it and how we use and may share information about you.

Who we are

Outwood Grange Academies Trust is a Multi-Academy Trust; this notice applies to you if you have applied for a position at the Trust or one of our Outwood Academies. For the purposes of Data Protection legislation, the Academy Trust is the Data Controller. This means it is in charge of personal data about you.

The postal address of the Trust is: Outwood Grange Academies Trust, Potovens Lane, Wakefield, WF1 2PF.

The Data Protection Officer for the Trust is Debbie Pettiford. She can be contacted at dpo@outwood.com.

In this notice 'we' and 'us' means the Academy Trust.

The information we collect and process

In the course of employing staff we collect the following personal information when you provide it to us:

- Personal information (such as name, employee or teacher number, date of birth, age and national insurance number)
- Personal contact information (such as address, contact number, email and next of kin contact details)
- Previous employment information (such as job role, workplace, start date, hours worked and salary information)
- Previous work absence information (such as number of absences and reasons)
- Education and Qualifications (name of educational establishment, dates attended, qualifications took, grades/results)
- Reference details

This list is not exhaustive. If you would like further information about the categories of data we process, please contact our Data Protection Officer.

Special Category Data

We may also collect some personal information that is classed as special category data under the DPA and GDPR. Special category data is personal data that is classed as more sensitive and therefore requires greater protection.

The special category data that we may process includes:

- Characteristics information known as special category data (such as gender, race and ethnic group)
- DBS information (criminal record history)
- Relevant medical information (if any adjustments are required during the application process)

Extra care will be taken when collecting, processing or sharing special category data and, unless there is a legal reason why we can't, you will be informed before we share the data with any external organisations.

Why we collect and use applicant information

We use the majority of this information to assist with the recruitment process and enable us to make decisions about which candidates to shortlist for interview and appoint to the role.

We use special category data to monitor our compliance with equality and diversity legislation.

Reasons we can collect and process your information

We rely on having a legitimate reason as the employer to collect and use your personal information, and to comply with our statutory obligations, and to carry out tasks in the public interest. If we need to collect special category, or sensitive information, we rely upon reasons of substantial public interest for medical and criminal record information or consent for data such as ethnicity.

Under the GDPR, the lawful bases we rely on for collecting and using your information are:

Processing basis 1: Processing is necessary in order to meet our duties as an employer (Article 6 1 c compliance with a legal obligation and Article 9 2 b carrying out obligations and exercising specific rights in relation to employment)

Processing basis 3: the data subject has given consent to the processing of his or her data for one or more specific purposes (Article 6 1 a and 9 2 a)

Processing basis 4: The processing is necessary for the performance of our education function which is a function in the public interest.

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it, and whether there is a legal requirement on the

school / academy trust to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

How we share your information with third parties

We do not share information about you with any third party without your consent unless the law and our policies allows us to do so. Where it is legally required, or necessary (and it complies with data protection law) we share personal information about you with:

- Central Government Departments
- Local Government Departments
- Professional Bodies
- Law enforcement agencies and bodies
- Ombudsman and Regulatory bodies
- Suppliers and service providers - to enable them to provide the service we have contracted them for
- Employment/recruitment agencies.

We will share personal information with law enforcement or other authorities if required by applicable law, for example in relation to the prevention and detection of crime, counter terrorism, safeguarding, legal proceedings or to protect interests of you or another.

When sharing any personal information, we will ensure that we use secure methods.

CCTV

Our academies use Closed Circuit Television cameras for the purposes of monitoring our premises and to support any pupil behaviour policies. There are visible signs showing that CCTV is in operation and images from this system are securely stored where only a limited number of authorised persons may have access to them. We may be required to disclose CCTV images to authorised third parties such as the police to assist with crime prevention or at the behest of a court order.

Collecting applicant information

We collect personal information via applications, interview and selection processes. As mentioned, the majority of the information is mandatory but we will let you know if information is requested on a voluntary basis.

How long we keep your personal information

We only keep your information for as long as we need it or for as long as we are required by law to keep it. Full details are given in our Records Retention Policy and will depend on whether you have been successful in being appointed to the role. When we no longer need to retain information, we will destroy it in a secure manner. A copy of the Records Retention Policy can be requested from your contact in HR.

Your rights in relation to your information

You have the right to request access to personal data that we hold about you, subject to a number of exceptions; this is commonly referred to as a 'subject access request'. To make a request for your personal information, contact our Data Protection Officer.

You also have the right to:

- Ask for rectification of the information we hold about you
- Ask for the erasure of information about you in certain circumstances
- Ask for our processing of your personal information to be restricted
- Data portability
- Object to us processing your information.

If you want to exercise your rights, for example, by requesting a copy of the information which we hold about you, please contact our Data Protection Officer.

More information about your rights is available in our data protection policy www.outwood.com/policies.

If at any time you are not happy with how we are processing your personal information then you may raise the issue with the Data Protection Officer and if you are not happy with the outcome you may raise a complaint with the Information Commissioner's Office:

Information Commissioner's 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.