



PRIVACY NOTICE FOR JOB APPLICANTS

Introduction

Under UK data protection law, individuals have a right to be informed about how Guilsborough Academy Trust uses any personal data held 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 applying for employment with the Trust.

Guilsborough Academy Trust is the data controller for the purposes of UK data protection law, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

The Trust's Data Protection Officer service is provided by GDPR Sentry Limited. Contact details are provided at the end of this notice.

Successful applicants should refer to the Trust's Staff Privacy Notice for information about how personal data is collected, stored and used during employment.

The Personal Data We Hold

We process personal data relating to individuals applying to work for Guilsborough Academy Trust.

Personal data that we may collect, use, store and share, where appropriate, includes but is not limited to:

- Full name and address
- Contact details
- Application forms and supporting statements
- Curriculum vitae (CVs)
- Copies of right to work documentation
- References
- Evidence of qualifications
- Employment records, including work history, job titles, training records and professional memberships
- Interview notes and assessment outcomes
- Information obtained through pre-employment checks
- Eligibility to work in the United Kingdom
- Information required to make reasonable adjustments during the recruitment process

We may also collect, store and use information that falls within the special categories of personal data under UK GDPR. This may include information relating to:

- Race or ethnicity
- Religious or philosophical beliefs
- Sexual orientation
- Disability and access requirements
- Health information where necessary to facilitate reasonable adjustments
- Equality monitoring information



Criminal Convictions Data

As part of our safeguarding obligations and safer recruitment processes, we may process information relating to criminal convictions, cautions, reprimands, warnings, barred list checks and Disclosure and Barring Service (DBS) checks where this is necessary and proportionate for the role being applied for.

Such processing is carried out in accordance with UK data protection legislation, the Data Protection Act 2018 and statutory safeguarding requirements, including Keeping Children Safe in Education.

Why We Use This Data

The purpose of processing this information is to support the recruitment process by:

- Establishing applicants' suitability, qualifications and experience
- Facilitating safer recruitment and safeguarding obligations
- Verifying information provided during recruitment
- Enabling equality and diversity monitoring
- Ensuring appropriate adjustments can be made for applicants who require them
- Complying with legal and regulatory obligations
- Taking steps prior to entering into an employment contract

Our Lawful Basis for Using This Data

We will only collect and use your personal information where we have a lawful basis to do so under Article 6 UK GDPR.

The lawful bases we rely upon are:

- Article 6(1)(b): processing necessary to take steps at your request prior to entering into an employment contract
- Article 6(1)(c): processing necessary for compliance with a legal obligation
- Article 6(1)(e): processing necessary for the performance of a task carried out in the public interest

Where we process special category personal data, we rely upon one or more conditions set out in Article 9 UK GDPR and Schedule 1 of the Data Protection Act 2018, including:

- Employment, social security and social protection obligations
- Equality of opportunity and treatment monitoring
- Safeguarding of children and vulnerable individuals
- Substantial public interest conditions where applicable

Where we rely upon consent, you may withdraw your consent at any time.

There may be more than one lawful basis that applies to a particular use of your personal data.

Collecting This Information

While much of the information we collect is required in order to process your application, some information is optional.

Where information is mandatory, we will make this clear and explain the consequences of not providing it.



How We Store This Data

Personal data collected as part of the recruitment process is stored in accordance with the Trust's Data Protection Policy and Records Retention, Destruction and Archive Policy.

Unsuccessful applicant records will normally be retained for six months following completion of the recruitment process unless a longer retention period is required by law, safeguarding requirements or for the establishment, exercise or defence of legal claims.

Successful applicants should refer to the Staff Privacy Notice for details of ongoing employee data processing.

Data Sharing

We do not share information about applicants with third parties without consent unless the law permits or requires us to do so.

Where necessary and lawful, we may share personal information with:

- Local authorities
- Suppliers and service providers supporting recruitment or HR functions
- Professional advisers and consultants
- Employment and recruitment agencies
- Disclosure and Barring Service (DBS)
- Teaching Regulation Agency (TRA)
- Occupational health providers
- Legal advisers
- Regulators, auditors and government bodies
- Professional referees and previous employers

All data sharing is undertaken in accordance with UK data protection legislation.

International Transfers

In limited circumstances, personal information may be transferred outside the United Kingdom.

Where this occurs, the Trust will ensure that appropriate safeguards are in place and that any transfer complies with UK data protection legislation.

Your Rights

Accessing Your Information

Individuals have the right to make a Subject Access Request (SAR) to obtain a copy of personal information held about them.

If we hold information about you, we will:

- Provide a description of the information held
- Explain why it is being processed
- Explain how long it will be retained
- Explain where it was obtained from, if not directly from you
- Explain who it has been or may be shared with
- Explain whether automated decision-making is involved



- Provide a copy of the information in an intelligible format

You may also have a right to data portability in certain circumstances.

Requests should be submitted to the Trust's Data Protection Officer.

Other Data Protection Rights

Subject to certain limitations and exemptions, you have the right to:

- Be informed about how your personal data is used
- Access your personal data
- Have inaccurate personal data corrected
- Request erasure of personal data in certain circumstances
- Restrict processing in certain circumstances
- Object to processing carried out under public task grounds
- Request transfer of your personal data where applicable
- Challenge decisions made solely by automated means

To exercise any of these rights, please contact the Trust's Data Protection Officer.

Automated Decision-Making

The Trust does not make recruitment decisions based solely on automated processing. All recruitment decisions involve human review and assessment.

Complaints

We take concerns about the collection and use of personal information seriously.

If you have a concern about how your personal information has been handled, please contact the Trust in the first instance so that we can investigate and respond appropriately.

You may also contact the Trust's Data Protection Officer:

GDPR Sentry Limited

Email: support@gdprsentry.com

Telephone: 0113 804 2035

Address: Unit 434 Birch Park, Thorp Arch Estate, Wetherby, West Yorkshire, LS23 7FG

If you remain dissatisfied, you have the right to complain to the Information Commissioner's Office (ICO). Information about raising a complaint can be found on the ICO website.

Contact Us

If you have any questions about this privacy notice or how the Trust processes personal data, please contact: Mr Niland, Assistant Principal, niland@guilsborough.northants.sch.uk.