



Privacy Notice: Recruitment

2018

Under the General Data Protection Regulation, individuals have a right to be informed about how the school uses any personal data that we hold 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 recruitment of staff.

Walkwood Academy Trust is the 'data controller' for the purposes of data protection law. Our data protection officer is Sue Hill.

The personal data we hold

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This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at our school.

The personal data we hold

Walkwood Academy Trust collects and processes a range of information about you. This includes:

- your name, address and contact details, including email address and telephone numbers
- your date of birth
- details of your education, qualifications, skills, experience and employment history, including start and end dates
- information about your current level of remuneration, including entitlement to allowances
- details of any gaps in employment
- details of whether you are a relative or a partner of, or have any close personal relationship with any employee of Walkwood Academy Trust.
- details of your registration with or membership of any professional bodies required for you to be able to practice in your profession or meet the requirements of the role that you have applied for, and details of any sanctions or restrictions placed upon you that affect your ability to practice in that role
- information about your identity and entitlement to work in the UK
- information about your criminal record where applicable to your role
- whether or not you have a disability for which the Walkwood Academy Trust needs to make reasonable adjustments during the recruitment and selection process



- equal opportunities monitoring information (which can fall into the “special categories”), including information about your gender, whether you are married or in a civil partnership, ethnic origin, sexual orientation, religion or belief, health and disability

Walkwood Academy Trust will collect this information in a variety of ways. For example, data might be collected through application forms, obtained from your passport or other identity documents such as your driving licence and qualification certificates, or collected through interviews or other forms of assessment, including on-line tests.

Walkwood Academy Trust will also collect information about you from third parties, such as references supplied by former employers, other organisations in relation to pre-employment checks, such as registration with professional bodies where a requirement of the role and information from criminal records checks permitted by law

Why we use this data

Walkwood Academy Trust processes your data with a view to potentially entering into a contract of employment. Walkwood Academy Trust has a duty as a company and charitable organisation to ensure that it runs an efficient, fair and safe recruitment process in the public interest to attract suitable staff, in order to protect public funds.

There are also reasons that Walkwood Academy Trust needs to process this data by law. For instance, The Equality Act 2010 means that Walkwood Academy Trust has a duty to ensure that no discrimination takes place during recruitment and selection on grounds of “protected characteristics”. Clearly, Walkwood Academy Trust needs to collect the data which relates to the characteristics to ensure (and to be able to show) that it is not treating applicants unfairly as a result.

You are under no statutory or contractual obligation to provide data to Walkwood Academy Trust during the recruitment and selection process. However, if you do not provide the information, Walkwood Academy Trust may not be able to process your application properly or at all which will obviously have the potential to disadvantage your chances of success.

You are under no obligation to provide information for equal opportunities monitoring purposes (this is asked for on a separate form to your main application and is retained within HR for monitoring purposes only and does not form part of the selection process.). There are no consequences for your application if you choose not to provide such information.

Recruitment and selection decisions are never based solely on an automated decision-making process – there is always human intervention and judgement exercised at the point of a decision.

What will we use your data for?

The data collected from you when you apply for a role is used solely to manage the recruitment process with respect to the requirements of the role (for instance, we only need information about your driving licence if the role you are applying for involves driving as part of your duties). All of the information we ask for above is used to check your suitability for the advertised role with a view to potentially entering into a contract of employment.

We do not use this data for any other reason, nor do we sell it to any third parties or use it to contact you about any unrelated services.



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

Collecting this information

While the majority of 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.

How we store this data

We comply with my obligations under the GDPR and DPA 2018 by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorized access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

Your data will be held on electronic database and will be protected using up-to-date technical and organisational security measures. Paper-based information is stored in a locked filing cabinet.

Your data will not be kept any longer than necessary. Data for successful applicants will be used to enter into an employment contract. A separate privacy notice exists for employees and you will have access to that should you be appointed in the role. Data for unsuccessful applicants is retained for a period of 6 months from the end of the recruitment exercise and is then securely destroyed.

Data sharing

Your information will be shared internally and seen by appropriate staff and Governors for the purposes of the recruitment and selection exercise.

Walkwood Academy Trust will share your data with third parties in order to obtain pre-employment checks required for the role. This includes your referees and other organisations such as professional bodies necessary to complete pre-employment checks. Medical checks from our Occupational Health Provider and criminal records checks required for the role, obtained from the Disclosure and Barring Service by a third-party organisation, will not be sought until a conditional offer of employment has been made.

Transferring data internationally

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



Your rights

How to access personal information we hold about you

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them. 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 the 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, individuals have certain rights regarding how their 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 by 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, Mrs Sue Hill.

