



## **Job Applicants Privacy Notice**

## Contents

Section	Title	Page
1.	Privacy notice	3
2.	The personal data we hold	3
3.	Why we use this data	3
4.	Our lawful basis for using this data	4
5.	Collecting this information	4
6.	How we store this data	4
7.	Data sharing	4
8.	Transferring data internationally	4
9.	Your rights on how to access the personal information we hold about you	5
10.	Your other rights regarding your data	5
11.	Complaints	5
12.	Contact us	6

## Version History

<b>Approved by:</b>	Trustees		
<b>Last reviewed:</b>	July 2024		
<b>Next review due by:</b>	July 2025		

Date	Author	Version	Comment
July 23	LT		Review
July 2024			Reviewed – no changes

## Privacy notice for job applicants

Under data protection law, individuals have a right to be informed about how the Academy uses any personal data 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 applying for jobs at our Academy.

We, *the Enquire Learning Trust* are the 'data controller' for the purposes of data protection law.

Our data protection officer is *Mrs Liz Thompson* (see 'Contact us' below).

Successful candidates should refer to our privacy notice for the Academy workforce for information about how their personal data is collected, stored and used.

A copy can be found at [www.enquirelearningtrust.org](http://www.enquirelearningtrust.org)

## The personal data we hold

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

- Contact details
- Copies of right to work documentation
- References
- Evidence of qualifications
- Employment records, including work history, job titles, training records and professional memberships

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

## Our lawful basis for using this data

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing pupil information are:

- 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 Academy'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.

## How we store this data

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

When it is no longer required, we will delete your information in accordance with our Retention Policy.

A copy of this policy can be found at [www.enquirelearningtrust.org](http://www.enquirelearningtrust.org) or by requesting a copy from the Trust or Academy Office.

## Data sharing

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

## 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 and ensure that the legal framework in place in that country, territory, sector or international organisation provides 'adequate' protection for individuals' rights and freedoms for their personal data.

### Your rights on how to access the personal information we hold about you

Individuals have a right to make a 'subject access request' to gain access to personal information that the Academy 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 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, 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 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 Liz Thompson*

*18 Appleton Court,  
Wakefield*

*WF2 7AR*

*01924 792960*