

Privacy Notice for Applicants – How we use your information

2026/27

Who are we?

The Arden Forest C of E Multi Academy Trust is the 'organisation responsible for your information (data controller)'. This means the Trust is responsible for how your personal information is processed and for what purposes.

Arden Forest C of E Multi Academy Trust is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number: ZA415063

You can contact the Academy Trust as the Data Controller in writing at AFMdatacontact@welearn365.com

What is a Privacy Notice?

A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about job applicants.

What is Personal Information?

Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

'Special category' personal information reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

What personal information do we process about applicants?

The categories of applicant information that we collect, hold and share include:

- The information you have provided on your application form, including name, title, address, telephone number, personal email address, date of birth, gender, teacher number, employment history, qualifications, subjects taught and other training and development activities.
- Any test results which arise as part of this application process.
- Information about your current level of remuneration, including benefit entitlements.
- Information provided to us by your referees.
- Information about you that we require when undertaking pre-employment checks. This includes information from your references, health declarations, identity documents, right to work documents, evidence of qualifications, current and previous addresses, and publicly available

professional information where it is relevant to assessing your suitability for the role and permitted by law.

We may also collect, hold and share the following “special categories” of more sensitive personal information:

- information such as gender, age, ethnic group, religious belief, sexual orientation;
- Information about your health, including any medical condition, health and sickness records;
- Information about criminal records;
- Information about being barred from working with children or vulnerable people
- Any information you provide to us during an interview.

How is your personal information collected?

We collect personal information about candidates from the following sources:

- You, the job applicant.
- Disclosure and Barring Service in respect of criminal convictions and information about being barred from working with children or vulnerable people (once a job offer has been made).
- From former employers (once a job offer has been made).

For what purposes do we use applicants’ personal information?

We will use your personal information to:

- assess your suitability for employment;
- verify your identity, qualifications and right to work;
- undertake safer recruitment and pre-employment checks;
- communicate with you throughout the recruitment process;
- make reasonable adjustments during recruitment where required;
- comply with our legal and safeguarding obligations;
- maintain records of the recruitment process; and
- where successful, prepare for your employment with the Trust.

We process your personal information where it is necessary to take steps at your request before entering into a contract of employment, to comply with our legal obligations, to undertake our public functions as an academy trust and, where appropriate, to protect your vital interests or obtain your consent..

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully.

Information about your disability status may be used in order to consider where reasonable adjustments need to be made during the recruitment process

Information about your age, gender, race or national or ethnic origin, religious beliefs and sexual orientation will be used to ensure meaningful equal opportunity monitoring and reporting.

Collecting applicant information

Much of the information we request is required so that we can meet our legal obligations, assess your suitability for employment and, where appropriate, enter into a contract with you.

Where the provision of information is optional, we will make this clear at the point it is collected. Choosing not to provide optional information will not disadvantage your application unless that information is required to fulfil a legal obligation or complete the recruitment process.

Who might we share your information with?

We only share personal information where it is lawful, necessary and proportionate to do so.

Depending on the stage of the recruitment process, we may share information with:

- recruitment panel members;
- referees;
- Disclosure and Barring Service (DBS);
- Teaching Regulation Agency (TRA), where appropriate;
- Occupational Health providers, where appropriate;
- professional advisers, including HR advisers and legal advisers where necessary;
- software providers supporting our recruitment process.

Appropriate security measures have been put in place to prevent personal information being accidentally lost, used or accessed in an unauthorised way.

We will not share your data with third parties, unless your application for employment is successful and an offer has been made. They will only process personal information on our instructions and are subject to a duty of confidentiality.

Procedures are also in place to deal with suspect data security breaches and you will be notified of a suspected breach where we have a legal obligation to do so.

What do we do with your information?

All personal information is held securely and processed in accordance with UK data protection legislation.

Personal information is only used for the purposes for which it was collected, unless there is a lawful reason to use it for another compatible purpose.

The Trust will only share personal information with third parties where there is a lawful basis to do so.

How long do we keep your information for?

All personal data is stored in line with the Trust's Data Protection Policy and Record Retention Schedule.

Records are securely destroyed or anonymised once the applicable retention period has expired.

Transferring data internationally

Where personal data is processed by suppliers outside the UK, appropriate safeguards are in place, such as adequacy regulations or approved international data transfer agreements, in accordance with UK data protection legislation.

Where appropriate, we undertake transfer risk assessments before personal information is transferred internationally.

What are your rights in relation to your personal information?

Under UK data protection legislation, you have the right to:

- request access to the personal information we hold about you;
- request that inaccurate or incomplete personal information is corrected;

- request the deletion of your personal information where applicable;
- request that we restrict the processing of your personal information in certain circumstances;
- object to the processing of your personal information where the law allows;
- request the transfer of your personal information to another organisation where applicable;
- withdraw your consent at any time where we rely on consent as the lawful basis for processing; and
- complain to the Information Commissioner's Office (ICO).

The Trust does not make decisions about applicants based solely on automated processing or profiling.

If you wish to exercise any of your rights or request access to your personal information, please contact:

Data Protection Lead

Arden Forest C of E Multi Academy Trust

AFMdatacontact@welearn365.com

or

School Data Protection Officer

Warwickshire Legal Services

Email: schooldpo@warwickshire.gov.uk

Alternatively, you may write to:

School Data Protection Officer

Warwickshire Legal Services

Warwickshire County Council

Shire Hall

Market Square

Warwick

CV34 4RL

If your request relates to a particular school within the Trust, please tell us which school it concerns.

Data Protection Complaints

We are committed to handling personal information fairly, transparently and in accordance with UK data protection legislation.

If you are dissatisfied with how the Trust has collected, used or shared your personal information, you may make a data protection complaint.

We encourage you to use the Trust's **Data Protection Complaint Form**, available from the Trust and each school, as this will help us investigate your concerns efficiently. Alternatively, you may submit your complaint by email or in writing.

Please send your complaint to:

Data Protection Lead

Arden Forest C of E Multi Academy Trust

Email: **AFMdatacontact@welearn365.com**

or

School Data Protection Officer

Email: **schooldpo@warwickshire.gov.uk**

Please provide as much information as possible about your concern, including the school (where applicable), the circumstances of your complaint and the outcome you are seeking.

What happens next?

Once we receive your complaint:

- we will acknowledge receipt within **30 calendar days**;
- we may contact you if we need further information;
- we will investigate your concerns fairly and objectively;
- we will keep you informed where appropriate; and
- we will provide you with a written response explaining the outcome of our investigation and any actions we have taken.

If you remain dissatisfied

If, after receiving our final response, you remain dissatisfied with how we have handled your complaint, you have the right to complain to the Information Commissioner's Office (ICO).

Information Commissioner's Office

Website: www.ico.org.uk

Telephone: **0303 123 1113**

Review

Next review: July 2027 or sooner if legislation changes.

Data Table:

The table below set out the types of processing carried out by the Arden Forest C of E MAT and lawful reasons for doing so. The tables provide examples of the main categories of personal information processed by the Trust. They are not intended to be an exhaustive list, and additional processing may take place where permitted or required by law.

Purpose	Information we may use	Lawful basis	Typical recipients
Assess applications and recruit staff	Application forms, CVs, references, interview notes, qualifications, employment history and recruitment assessment records	Contract (steps taken before entering into an employment contract)	Recruitment panel members
Undertake safer recruitment and pre-employment checks	Identity documents, right to work evidence, DBS information, references, qualifications and other pre-employment checks	Legal obligation	Disclosure and Barring Service (DBS), Teaching Regulation Agency (TRA), referees and previous employers where appropriate
Make reasonable adjustments during recruitment	Health or disability information provided to support reasonable adjustments	Legal obligation	Occupational Health providers and recruitment panel members where appropriate
Monitor equality, diversity and inclusion	Equality monitoring information where provided	Public task	Department for Education and other organisations where required by law.

Purpose	Information we may use	Lawful basis	Typical recipients
Prepare for employment (successful applicants only)	Personal details, payroll and pension information, emergency contact details and contractual information	Contract	Payroll provider, HMRC and pension administrators where appropriate