

Privacy notice – how the academy uses prospective employees' information



What categories of information are processed?

The categories of personal information that we process include the following:

- Personal information – e.g. name, contact details, National Insurance number
- Characteristics information – e.g. gender, age, ethnic group
- Qualifications and, where relevant, the subjects taught
- Recruitment information – e.g. documentation relating to employment checks, references

Why do we collect and use your information?

We collect and use your information for the following reasons:

- To inform the development of recruitment and retention policies
- To facilitate safer recruitment

Under the GDPR, the legal basis/bases we rely on for processing personal information for general purposes are:

- For the purpose of facilitating safer recruitment, in accordance with the legal basis of public task.

How do we collect your information?

We collect your personal information via the following methods:

- Your current employer and other referees provided
- Application forms
- Questionnaires
- In person on the date of interview

Whilst the majority of information that you provide to us is mandatory, some of it is requested on a voluntary basis. We will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice.

How do we store your information?

We create and maintain a file for each vacancy. The information contained in this file is kept secure and only used for purposes directly relevant to the recruitment of the post.

Your personal information is retained and disposed of in line with the school's Records Management Policy, which can be found in the GDPR Policy which is available on the Academy's website.

Who do we share your information with and why?

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

Where it is legally required or necessary, we may share your information with the following:

- The LA – to meet legal obligations to share certain information, e.g. safeguarding concerns
- Ofsted – to evidence the school's recruitment process and equality of opportunity

Any information we share with other parties is transferred securely and held by the other organisation in line with their data security policies.

What are your rights?

You have specific rights to the processing of your data, these are the right to:

- Request access to the information the school holds about you.
- Object to the processing of your information that is likely to cause, or is causing, damage or distress.
- Prevent processing for the purpose of direct marketing.
- Object to decisions being taken by automated means.
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed.
- Seek compensation, either through the ICO or the courts.

If you want to request access to the personal information we have about you, please contact:

*Donna Barnes, Data Protection Officer
The Samworth Church Academy
Sherwood Hall Road
Mansfield
NG18 2DY*

01623 663450

If you are concerned about the way we are collecting or using your information, please raise your concern with the academy's DPO in the first instance. You can also contact the ICO at <https://ico.org.uk/concerns/>.

