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**Privacy Statement – Job Applicants Data – FI12(F)**

**Three Counties Academy Trust (TCAT)**

**Effective Date:** Academic year 2024-2025 **Last Reviewed:** February 6th, 2025

**1. Introduction**

Three Counties Academy Trust, commonly referred to as TCAT, is committed to protecting the privacy and security of personal data. This privacy statement explains how we collect, use, and share **job applicants** data across all schools within TCAT in compliance with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.

TCAT is the **Data Controller** for the personal data held by our schools unless otherwise stated. Each school within TCAT follows this privacy statement to ensure consistency in data protection practices.

**2. What Data We Collect**

We collect, store, and process the following categories of job applicants data:

* **Personal Information** – Name, title, date of birth, and gender
* **Contact Information** – Home address, email address, phone numbers
* **Employment and Professional Background** – CVs, cover letters, application forms, employment history, references, qualifications, and training records
* **Right to Work Information** – Passport details, visa documentation, and other legal right-to-work evidence
* **Financial Information** – Bank details (if reimbursement for interview expenses is provided)
* **Criminal Record Checks** – Disclosure and Barring Service (DBS) checks, where applicable
* **Medical and Health Information** – Where relevant for reasonable adjustments or fitness to work assessments
* **Correspondence and Interview Records** – Emails, notes from interviews, assessments, and recruitment decisions
* **Equal Opportunities Monitoring** – Information on ethnicity, disability, gender, and other protected characteristics (collected voluntarily and anonymised where possible)
* **Photographs and Video** – If required for identification during the recruitment process
* **CCTV Footage** – If applicants visit TCAT schools where CCTV is in operation

**3. Why We Collect and Use job applicants Data**

We process job applicants data under the following lawful bases as defined under UK GDPR:

* **Legal Obligation (Article 6(1)(c))** – To comply with employment law, safeguarding, and right-to-work regulations
* **Public Task (Article 6(1)(e))** – To assess applications for roles within the education sector in the public interest
* **Legitimate Interests (Article 6(1)(f))** – Where processing is necessary for the Trust’s recruitment process, balanced against individual rights
* **Consent (Article 6(1)(a))** – For specific activities such as equal opportunities monitoring and interview recordings

Additionally, we may process **special category data** (e.g., health, ethnicity, and SEND data) under **Article 9(2)(b) and (g) UK GDPR**, as processing is necessary for reasons of substantial public interest, safeguarding, or legal obligations.

**4. How We Use job applicants Data**

We use job applicants data for the following purposes:

* To assess candidates' suitability for employment within TCAT
* To conduct pre-employment checks, including references and DBS checks where applicable
* To verify right-to-work status and ensure compliance with immigration laws
* To contact applicants regarding the recruitment process
* To arrange and conduct interviews and assessments
* To process interview expenses where applicable
* To ensure equal opportunities and diversity monitoring (collected anonymously where possible)To comply with safeguarding and child protection requirements
* To respond to queries and disputes related to the recruitment process

**5. How We Store and Protect job applicants Data**

We take the security of job applicants data seriously and implement the following measures:

* **Physical Security** – Secure storage of paper records in locked areas
* **Technical Security** – Encryption, password-protected systems, secure cloud storage
* **Organisational Measures** – Staff training, data protection policies, regular audits to ensure compliance

We only retain job applicants data for as long as necessary in line with our **Records Management Policy**, which follows guidance from the **Information and Records Management Society (IRMS) Schools Toolkit**.

* Unsuccessful application data will be retained for **six months** after the recruitment process ends unless a longer retention period is required for legal reasons
* Successful applicants' data will be transferred to their **staff personnel file** and retained in accordance with the **Staff Privacy Notice**

**6. Who We Share job applicants Data With**

We only share job applicants data when it is lawful and necessary, including with:

* **Disclosure and Barring Service (DBS)** – For safeguarding and background checks
* **Local Authorities** – For safeguarding and employment checks where applicable
* **Department for Education (DfE)** – Where required for compliance with education sector regulations
* **Educational and Professional References** – To verify employment and qualifications
* **Law Enforcement Agencies** – If required for legal compliance or safeguarding concerns
* **Occupational Health Services** – For medical and workplace adjustment assessments where necessary

All third parties we share data with must comply with strict data protection agreements.

**7. International Data Transfers**

We do not routinely transfer job applicants data outside the UK. If we do, we ensure appropriate safeguards are in place, such as **UK adequacy decisions** or **Standard Contractual Clauses (SCCs)**.

**8. Job applicants Rights**

Under UK GDPR, job applicants have the following rights regarding personal data:

* **Right to Be Informed** – About how we use their data
* **Right of Access** – To request a copy of their personal data
* **Right to Rectification** – To correct inaccurate or incomplete data
* **Right to Erasure ("Right to Be Forgotten")** – In certain circumstances, to request data deletion
* **Right to Restrict Processing** – To limit how data is used
* **Right to Data Portability** – To request data in a transferable format (where applicable)
* **Right to Object** – To processing based on legitimate interests
* **Rights Related to Automated Decision-Making** – We do not use job applicants data for automated decisions

To exercise any of these rights, please contact the Data Protection Officer (DPO) (details below).

**9. Contact Details**

For any questions about this privacy statement or to exercise your rights, please contact:

**S Smith Information Governance Officer and Data Protection Officer**on behalf of Three Counties Academy Trust  
Herefordshire Council, Plough Lane, Hereford, HR4 0LE  
Email: samsmith@herefordshire.gov.uk  
Tel: 01432 260282

If you have concerns about how your data is handled, you can also contact the **Information Commissioner’s Office (ICO):**

**ICO Website:** [**www.ico.org.uk**](https://www.ico.org.uk) **ICO Helpline:** 0303 123 1113

**10. Changes to This Privacy Statement**

We may update this privacy statement from time to time. Any significant changes will be communicated via our website and school communications.