

PRIVACY NOTICE – Job Applicants

**Epworth Education Trust
(How we use your information)**

Under data protection law, individuals have a right to be informed about how the Epworth Education Trust and its schools uses any personal data that 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 **Job Applicants**

We, the Epworth Education Trust, are the ‘data controller’ for the purposes of data protection law.

The data protection officer for the Epworth Education Trust is Joanne Buckley –

J.Buckley@epworthtrust.org.uk

The categories of governance information that we process include:

The application form outlines the personal data that we collect for all job applicants. In addition, if short listed for an interview, we may ask for additional personal information such as

- ID
- Address Details
- Proof of date of birth
- Certificates re. qualifications
- Other training records
- References
- Criminal record

If shortlisted for an interview, we will also carry out a social media search in accordance with the current Keeping children Safe in Education Guidance and therefore may ask you to expand on any findings at interview.

Why Do We Collect This Information?

Once you have submitted an application form, the School use this information in order to take a decision on recruitment and to take steps to enter into a contract.

What Information Do We Collect?

We collect information from the application form in order to take a decision as to recruitment.

How we may share the information?

We may also need to share some of the above categories of personal information with other parties, such as those involved in the interview process such as governors and school staff, HR consultants and professional advisers. Usually, information will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information as required to comply with the law.

How do we keep your data secure?

All application forms are retained electronically and only accessible via user privileges and password.

How long we keep your information?

We keep the personal information that we obtain about you during the recruitment in accordance with our retention schedule.

If your application is successful and you become employed by us, we will keep your application data on your personal file in accordance with the Limitation Act 1980 (section 2) – termination of employment + 6 years. You will then be issued with a staff privacy notice.

If your application is unsuccessful, we will keep your application for no longer than 6 months from the date of appointment of the successful candidate.

Requesting access to your personal data:

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact Joanne Buckley – the Data Protection Officer

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

The right to lodge a complaint:

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

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

Changes to this Privacy notice:

We reserve the right to update this privacy notice at any time and we will notify you of the new privacy notice when we make any substantial updates.

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 Joanne Buckley – j.buckley@epworthtrust.org.uk