

56 - Recruitment Privacy Notice

Policy Statement

We are (insert school name), a member of MITRE (Minster Trust for Education). As part of your application to join us, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their “personal data”. This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold an individual’s personal data for a period of time after the recruitment process, even if you are unsuccessful. Anything that we do with an individual’s personal data is known as “processing”.

This document sets out what personal data we will gather and hold about individuals who apply for a position with us, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

What information do we process during the application process?

We may collect, hold, share and otherwise use the following information about you during the application process.

Up to and including shortlisting stage:

- your name and contact details (i.e. address, home and mobile phone numbers, email address);
- NI details and eligibility to work in the UK including any associated restrictions;
- details of your: education - qualifications, training/cpd; experience; duties; employment history (including job titles, teaching information including training (where appropriate); salary; relevant dates; working hours and any gaps in education/employment history), details of driving licence (if relevant for role), membership of professional bodies/Qualified Teacher Status, interests and pension membership (for teachers);
- equality based information including your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs;
- information regarding: unspent conditional cautions, reprimands, warnings or convictions under the Rehabilitation of Offenders Act 1974; adult cautions; whether you are included on the list of people barred from working with children by the DBS, TRA or any other organisation;
- whether or not you are currently registered with the DBS and if so your registration number and the date your original DBS was issued;
- details of your referees;
- whether you are related to any current employees, pupils or governors of the School or the Trust and if so the nature of your relationship with them;
- details of any health condition that the Trust need to be aware of to enable you to attend interview and/or carry out your role effectively; and.

- Whether you are the subject of any disciplinary procedure (conduct and/or performance) for which a disciplinary investigation, warning or sanction is current

Following shortlisting stage, and prior to making a final decision (in addition to the above)

- information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers;*
- confirmation of your academic and professional qualifications (including seeing a copy of certificates);*
- information via the DBS process, regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs), whether you are barred from working in regulated activity;*
- your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;*
- medical check to indicate fitness to work;*
- a copy of your driving licence (or other appropriate documentation as listed on the Home Office list);*
- if you are a teacher, we will check with Department for Education's Teaching Regulation Agency about your teacher status, whether you are subject to a prohibition from teaching order and any other relevant checks (for example Section 128 direction for management posts and EEA teacher sanctions);* and
- equal opportunities' monitoring data.

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked (*) above to us to enable us to verify your right to work and your suitability for the position. Without providing us with this information, or if the information is not satisfactory, then we will not be able to proceed with any offer of employment.

If you are employed by us, the information we collect may be included on our Single Central Record. In this scenario, a further privacy notice in relation to data we collect, process, hold and share about you during your time with us, will be issued to you.

Where do we get information from about during your application process?

Depending on the position that you have applied for, we may collect this information from you, your referees (details of whom you will have provided), your education provider, any relevant professional body, the Disclosure and Barring Service (DBS), NCTL and the Home Office, during the recruitment process.

Why do we use this information?

We will process your personal data during your application process for the purpose of complying with legal obligations, carrying out tasks which are in the public interest, and taking steps with a view to entering into an employment contract with you. This includes:

- to assess your suitability for the role you are applying for;
- to take steps to enter into a contract with you;
- to check that you are eligible to work in the United Kingdom or that you are not prohibited from teaching;
- to comply with guidance relating to Keeping Children Safe in Education; and
- so that we are able to monitor applications for posts in the Trust to ensure that we are fulfilling our obligations under the public sector equality duty under the Equality Act 2010.

How long will we hold information in relation to your application?

We will hold information relating to your application only for as long as necessary. If you are successful, then how long we need to hold on to any information will depend on the type of information. For further detail please see our Retention and Destruction Policy.

If you are unsuccessful we will hold your personal data only for six months, after which time it is securely deleted.

Who will we share information with about your application?

We will not share information gathered during your application process with third parties, other than professional advisors (as necessary) e.g. legal as HR advisors.

Rights in relation to your personal data

All individuals have the right to request access to personal data that we hold about them. The only exception to this relates to the provision of confidential references provided by third parties for recruitment purposes (please note that all references requested by and provided to the Trust are treated as confidential and will not therefore be disclosed). If however individuals wish to make a request for access to other personal data referenced within this privacy notice they should contact the relevant Data Protection Officer (DPO) at the school they are applying to:

School	DPO	Contact Details
Minster Trust for Education	Tracey Piper	t.piper@mitretrust.org.uk Tel 01636 551103
The Minster School	Caroline Blick	c.blick@minster.notts.sch.uk 01636 814000
Bleasby Primary	Sarah Smith	ssmith@bleasby.notts.sch.uk Tel 01636 830203
Farnsfield St Michael's	Rob Fry	rfry@st-michaels.notts.sch.uk Tel 01623 882494
Holy Trinity Infants	Jemma Hughes	jhughes@southwellholyltrinity.notts.sch.uk Tel 01636 812067
Halam Primary	Phil Cooke	dpo@halam.notts.sch.uk Tel 01636 813062
National CofE Academy	Ashley Cockerill	acockerill@nationalacademy.org.uk Tel 0115 963 5667
Lowes Wong Infant School	Alix Peacock	apeacock@loweswong-inf.notts.sch.uk Tel 01636 812207

Please also refer to our Data Protection Policy for further details on making requests for access to personal data.

Individuals also have the right, in certain circumstances, to:

- Object to the processing of their personal data
- Have inaccurate or incomplete personal data about them rectified
- Restrict processing of their personal data
- Object to the making of decisions about them taken by automated means
- Have your data transferred to another organisation
- Claim compensation for damage caused by a breach of their data protection rights

If an individual wants to exercise any of these rights then they should contact the relevant DPO as listed above. The law does not oblige the school to comply with all requests. If the school does not intend to comply with the request, then the individual will be notified of the reasons why in writing.

Concerns

If an individual has any concerns about how we are using their personal data then we ask that they contact the relevant Data Protection Officer in the first instance. However an individual can contact the Information Commissioner's Office should they consider this to be necessary, at <https://ico.org.uk/concerns/>.

Contact

If you would like to discuss anything in this privacy notice, please contact the relevant DPO.