

## 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 including contact details.
- 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)*

- criminal records - self declaration form.
- data obtained from online search to help identify incidents or issues that are publicly available online (where applicable).
- 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
- overseas checks (where necessary).
- equal opportunities' monitoring data.

Any other information listed within Keeping Children Safe in Education (KCSIE) guidance that we are required to obtain/review as part of the pre-employment process.

You are required (by law or to enter 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 will be included on our Single Central Record where this is required to comply with KCSIE guidance. Please refer to paragraph 15.1 of the Recruitment Policy for further information.

## **Where do we get information from 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, the Home Office and/or others as set out within KCSIE, 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 an employment contract with you. This includes:

- to assess your suitability for the role you are applying for.
- to take steps to enter 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 can 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. Please also refer to Appendix B of our Recruitment Policy which includes further information in respect of the correct handling and safekeeping of DBS certificate information.

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.

## **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	Ellen Greaney	<a href="mailto:e.greaney@mitretrust.org.uk">e.greaney@mitretrust.org.uk</a> - Tel 01636 551115
The Minster School	Caroline Blick	<a href="mailto:c.blick@minsterschool.org.uk">c.blick@minsterschool.org.uk</a> - Tel 01636 814000
Bleasby Primary	Sarah Smith	<a href="mailto:s.smith@bleasbyprimary.org.uk">s.smith@bleasbyprimary.org.uk</a> - Tel 01636 830203
Farnsfield St Michael's	Rob Fry	<a href="mailto:r.fry@fsmf.org.uk">r.fry@fsmf.org.uk</a> - Tel 01623 882494
Holy Trinity Infants	Jemma Johnson-Cooper	<a href="mailto:j.johnson-cooper@southwellholylrinity.org.uk">j.johnson-cooper@southwellholylrinity.org.uk</a> - Tel 01636 812067
Halam Primary	Charlotte Boyles	<a href="mailto:dpo@halamprimary.org.uk">dpo@halamprimary.org.uk</a> Tel 01636 813062
National CofE Academy	Ashley Cockerill	<a href="mailto:acockerill@nationalacademy.org.uk">acockerill@nationalacademy.org.uk</a> Tel 0115 963 5667
Lowes Wong Infant School	Charlotte Boyles	<a href="mailto:dpo@lwi.org.uk">dpo@lwi.org.uk</a> Tel 01636 812207
Kingsway Primary School	Julian Wilson	<a href="mailto:jwilson@kingsway.notts.sch.uk">jwilson@kingsway.notts.sch.uk</a> Tel 01623 408259

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.