

Privacy Notice – Applicants



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Introduction

The Vantage CE Academies Trust (herein referred to as the trust) must collect and process personal information (data) about you when you apply for a role with us. Your personal data not only helps us to assess your suitability for the role you have applied for, but also ensures we meet our legal obligations as an employer and education provider. This privacy notice outlines what personal data we collect about applicants, why we need it and how it is used.

All personal data processed by the trust is done so in accordance with the UK General Data Protection Regulation (UK-GDPR) and Data Protection Act (2018).

The trust is the **Data Controller** for the personal data that we process about you as job applicants which means we are responsible for the data you provide to us.

Data Protection Officer

The trust has appointed a Data Protection Officer (DPO) who is responsible for overseeing compliance with the relevant data protection legislation. Our DPO provides support to the trust and its schools and acts as the first point of contact for any questions or queries regarding data protection.

Our DPO is Miss Danielle Eadie from RADCaT Ltd who can be contacted via our respective school offices or directly using the following details:

T: 01942 590 785 | E: Danielle.eadie@radcat.co.uk

What personal data do we process about you and why we need it?

Application Stage:

We collect the following personal data directly from you as part of our application form to assess your suitability for the role and fulfil our employment, equality and safeguarding obligations:

- Name & contact details
- D.O.B and NI number
- Gender, ethnicity and religion
- Education history and qualifications
- Employment history
- Medical conditions or disabilities that may affect your employment.

- Details of any criminal convictions you wish to make us aware of.
- Referee details
- Personal statement

Shortlisting:

If you are shortlisted for a position, we will collate the following personal information to support with our interview and selection process and meet our obligations under employment and safeguarding law:

- Interview notes & correspondence with you
- References that include details of your conduct, any grievance or performance issues, appraisals and attendance.
- Pre-employment checks including an online search about you (see below)

Please Note: All shortlisted applicants are subject to an online search to support safer recruitment and the trust's safeguarding obligations. As part of this process, a routine search about you will be carried out on the internet and social media with the findings recorded alongside your application.

The trust will not use any information to unlawfully discriminate about you; the check will be made by a single staff member that is independent to the interview panel to avoid any bias. If any safeguarding concerns are raised during the search, you will be provided with the opportunity to discuss this at your interview.

Selection:

If your application is successful and a conditional offer is made, you will be subject to a number of pre-employment checks which will be recorded as part of your recruitment record. The trust will collate the following pre-employment check records:

- Photographic ID as proof of your identity (copy)
- Evidence of relevant qualifications to assess suitability for the role (copies)
- DBS check to ascertain any convictions that may affect your role (ref number & date of check)
- Prohibition checks to ensure your eligibility to teach (QTS)
- Right to work and immigration checks to ensure your eligibility to work in the UK.
- Medical check to assess any reasonable adjustments required (occupational health report)

Once your pre-employment checks have been completed and approved, any records relating to the recruitment process will form the basis of your personnel file. A staff privacy notice will be issued to you upon induction which outlines how staff personal data is processed.

Lawful Bases and Purposes for Processing

Under the UK-GDPR, the trust must have a lawful basis to process your personal data. We rely upon one of the following lawful bases for processing your personal data when you apply for a role with us:

- The processing of your personal data is necessary to perform a contract or take steps at your request before entering into a contract; your potential employment contract with us.

- If you provide us with any information about any reasonable adjustments you require such as a medical condition or disability, we process such categories of data to meet a legal obligation under the Equalities Act (2010) and Health & Safety at Work Act (1974).
- When performing online searches on shortlisted candidates, we are processing your personal information to meet a legal obligation as part of 'Keeping Children Safe in Education (2022).
- Should you inform us of any criminal convictions and offences, we will process such data for the performance of a public task.

Information about you that is much more sensitive in nature is referred to as '**Special Category Data**' under the UK-GDPR. Examples include information about your health & wellbeing, gender, ethnicity and religion. When processing this type of data, we rely upon the following lawful bases:

- The processing of your data is necessary to meet our obligations in the field of employment, social security and protection.
- The processing is necessary for reasons of substantial public interest, in particular when processing data relating to your health, gender, ethnicity and religion to meet our obligations under the Equalities Act (2010).

Who we share your personal information with?

The trust does not routinely share your data with any third parties during the recruitment and selection phase; your information is handled internally by a limited number of staff and only if it is necessary to perform their role. Depending upon the role you are applying for, governors may form part of the selection and interview process. All staff and governors are subject to confidentiality agreements.

If you are successful, we will share data with the relevant third parties to compile our pre-employment checks and duties, namely:

- DBS Provider
- Occupational Health
- Government in respect of checking right to work and teacher status.
- HR Provider if consultation prior to your employment is necessary.

We only provide the limited amount of data necessary to fulfil each check respectively. Any third parties with whom we share data are subject to a compliance check to ensure they meet the same high standards of data protection compliance and security as the trust.

From time to time, the trust is subject to audits to ensure we comply with the law and best practice standards. Our auditors may access recruitment records to assess our compliance only; auditors will always remain in the presence of a senior member of staff.

We do not process recruitment records outside of the UK unless the law or our policies require us to do so. In such circumstances, we will ensure the relevant safeguards are in place and data protection standards are complied with fully.

How we store your personal information?

Recruitment records are stored securely on carefully selected servers that have high levels of encryption and strict access controls in place. In the event that we hold any physical copies, these will be stored in a locked cabinet with key access strictly limited. Physical copies will be securely shredded when no longer needed whilst electronic records will be securely wiped from the relevant system.

How long we keep your personal information?

The trust only retain personal data for as long as necessary to fulfil the purposes for which it was collated. We retain records relating to recruitment for a period of 6 months for unsuccessful applicants. Please inform us if you would like us to retain your application details for any future recruitment opportunities or if you would like any feedback relating to your application.

For successful applicants, the recruitment records that we collate will form the basis of your personnel record which is typically kept for a period of six years from the date your employment with us ends. The trust 'Records Management & Retention Policy' provides further guidance on how long we keep data.

What are your rights?

Under the UK-GDPR, you have a right to access the personal data that we hold about you by making a subject access request (SAR). If you make a SAR and we do process the data you have requested access to, we will:

- Give you a description of it
- Explain why we are processing it and how long we will hold it
- Explain where we collected the data if not from you
- Outline if the data has been or will be shared with any other parties
- Inform you if any automated decision making has been applied to the data and provide any consequences of this
- Provide you with a copy of the data in an intelligible form.

Along with the right to access your personal data, you also have the following rights under the UK-GDPR:

- The right to ask us to rectify any personal information you feel is inaccurate or incomplete
- The right to ask us to erase your personal data in certain circumstances
- The right to ask us to restrict the processing of your personal data in circumstances
- The right to object to the processing of your personal data in certain circumstances
- The right to ask us to transfer the personal data you provided to another organisation in certain circumstances.

If you would like to exercise any of your rights, please contact the trust's Data Protection Officer (DPO) in the first instance.

A response will be provided to you within one calendar month. The trust reserves the right to extend the response time by a further two calendar months if your request is complex, we will however inform you of any intention to extend within the first month.

Complaints

If you have any concerns at all about how we process your personal data, please contact us in the first instance so that we can help resolve any issues.

You can also complain to the Information Commissioners Office (ICO) if you are unhappy with how we have used your data:

Information Commissioners Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline: 0303 123 1113

Website: <https://www.ico.org.uk>