



September 2024

## Privacy Notice (How we use candidate information)

Under data protection laws, individuals have a right to be informed about how the academy uses any personal data that we collect and hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

This privacy notice explains how the academy collect, store and use personal data about individuals applying for a post to work at the academy.

The academy will not share your data with third parties unless your application for employment is successful and you are made an offer of employment. In some cases, personal data processing will be outsourced to a third-party; however, this will only be done with your consent, unless the law or our policies allow the academy to share the personal data. Where the academy outsources data to a third-party processor, the same data protection standards that the academy upholds are imposed on the processor.

We, St John's (CE) Primary Academy, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Tim Pinto (see 'Contact' below).

## The categories of school information that we process

These include:

- personal information (such as name, address, employee or teacher number, national insurance number)
- characteristics information (such as gender, age, ethnic group)
- copies of Right to Work in the UK
- references
- evidence of qualifications
- information about your current role (such as level of remuneration, including benefit entitlements)
- employment records, including work history, job titles, working hours, training records and professional memberships
- whether you have a disability

This list is not exhaustive; to access the current list of categories of information we process please contact [admin@stjohnsacademyclifton.co.uk](mailto:admin@stjohnsacademyclifton.co.uk)

## Why we collect and use this data

We use an applicant's data to:

- enter into a contract with you
- comply with legal obligations, e.g. to check a successful applicant's eligibility to work in the UK, safeguarding
- facilitate safe recruitment
- enable ethnicity and disability monitoring
- manage the recruitment process
- confirm an applicant's suitability for employment

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- allow the academy to make reasonable adjustments during the recruitment process if you have a disability
  - allow for equal opportunities monitoring purposes

The academy will not use your data for any purpose other than the recruitment exercise for which you have applied.

### **How we use the data**

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the recruitment team, shortlisting and interview panel members involved in the recruitment process (may include external panel members), and other staff where access to the data is necessary for the performance of their roles.

The academy will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. As well as circulating your application and related materials to the appropriate staff at the academy, we will share your personal information for the above purposes as relevant and necessary with:

- your referees
- the Disclosure & Barring Service (DBS) in order to administer relevant recruitment checks and procedures
- the UK Visas & Immigration (UKVI) in order to administer relevant recruitment checks and procedures.
- the Teacher Regulation Authority, where relevant and as required for some posts

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

### **The lawful basis on which we process workforce information**

The academy will use a lawful basis to collect and use personal data. Most commonly, the academy will use it where it needs to:

- fulfil a contract entered into with you
- comply with a legal obligation
- carry out a task in the public interest

Less commonly, the academy may also use personal data where:

- you have given us consent to use it in a certain way
- the academy needs to protect your vital interests (or someone else's interests)

Some of the reasons listed above for collecting and using personal information overlap, and there may be several grounds which justify the academy's use of your data.

### **Collecting workforce information**

As an academy, we have a legal obligation to safeguard and protect our pupils and also staff, volunteers and visitors to our setting. We collect the data for specific purposes.

Workforce data is essential for the academy's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with UK-GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

### **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to the academy during the recruitment process.

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However, if you do not provide the information, the academy may not be able to process your application properly or at all. Whenever we seek to collect information from you, we make it clear whether you must provide this information for us to process your application (and if so, what the possible consequences are of not complying), or whether you have a choice.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities
- Government
- Departments or agencies
- Police forces,
- courts, tribunals

### **Storing this information**

The academy takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

We hold data securely for the set amount of time shown in our data retention schedule. We keep applicant data for a period of up to 6 months if an applicant is not successful.

Personal information that is no longer needed, or has become inaccurate or out of date, is disposed of securely. For example, the academy will shred paper-based records or incinerate paper-based records and override electronic files. The academy may also use an outside company to safely dispose of electronic records.

Successful applicants who secure a position then come within the school workforce provisions.

### **Who we share information with**

Personal data of employees, parents or visitors to the academy may be shared with NHS / Public Health Agencies in the event of a serious medical or health incident.

### **Transferring data internationally**

We do not share personal information internationally.

### **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 the academy office at [admin@stjohnsacademyclifton.co.uk](mailto:admin@stjohnsacademyclifton.co.uk) / academy Data Protection Officer, Tim Pinto, at [tpinto@esafetyoffice.co.uk](mailto:tpinto@esafetyoffice.co.uk)).

Depending on the lawful basis above, you may also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

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### **Withdrawal of consent and the right to lodge a complaint**

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting [admin@stjohnsacademyclifton.co.uk](mailto:admin@stjohnsacademyclifton.co.uk)

### **Last updated**

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 13.9.2024.

### **Contact**

If you would like to discuss anything in this privacy notice, please contact:

- Mrs Rebecca Townsend, Principal, Data Controller, or
- Tim Pinto, Data Protection Officer (contacts as above)