

# Community Academies Trust

## Privacy Notice for Applicants – How we use your information 2023/24

---

### Who are we?

Community Academies Trust is the ‘data controller’. This means we are responsible for how your personal information is processed and for what purposes.

Community Academies Trust is registered as the Data Controller with the Information Commissioner’s Office (ICO); Registration Number: **ZA073240**

You can contact the Academy Trust as the Data Controller in writing at:

**Community Academies Trust, Dimbleby House, Stoneydelph Primary School, Crowden Road, Wilnecote, Tamworth, Staffordshire, B77 4LS** or [datacontroller@communityacademiestrust.org](mailto:datacontroller@communityacademiestrust.org)

### What is a Privacy Notice?

A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about job applicants.

### What is Personal Information?

Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller’s possession or likely to come into such possession.

‘Special category’ personal information reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation.

### What personal information do we process about applicants?

The categories of applicant information that we collect, hold and share include:

- The information you have provided on your application form, including name, title, address, telephone number, NI number, personal email address, date of birth, gender, teacher number, employment history, qualifications, training and education, professional memberships, subjects taught and other training and development activities
- Disability information
- Any test results which arise as part of this application process.
- Information about your current level of remuneration, including benefit entitlements.
- Information provided to us by your referees.

Where you have named referees on your application form, we shall assume that they have consented to being approached by us.

We may also collect, hold, and share the following “special categories” of more sensitive personal information:

- information such as gender, age, ethnic group, religious belief, sexual orientation;
- Information about your health, including any medical condition, health, and sickness records.
- Information about criminal records;
- Information about being barred from working with children or vulnerable people;
- Any information you provide to us during an interview.

#### **How is your personal information collected?**

We collect personal information about candidates from the following sources:

- You, the job applicant.
- Disclosure and Barring Service in respect of criminal convictions and information about being barred from working with children or vulnerable people (once a job offer has been made).
- From former employers (once a job offer has been made).
- The Department for Education (Section 128 check and prohibition check)

#### **For what purposes do we use applicants’ personal information?**

We will use your personal information to:

- assess your skills, qualifications, and suitability for the role
- carry out background checks
- communicate with you about the process
- keep equality records for monitoring purposes
- comply with legal or regulatory requirements

We need to process your personal data in order to decide whether to enter into a contract of employment with you. It is ultimately in our legitimate interests to process personal data during the recruitment process and for keeping records of this process. Actively managing this data allows the recruitment process to be efficient and adequately confirm your suitability for the job.

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully.

Information about your disability status may be used in order to consider where reasonable adjustments need to be made during the recruitment process

Information about your age, gender, race or national or ethnic origin, religious beliefs and sexual orientation will be used to ensure meaningful equal opportunity monitoring and reporting.

#### **Collecting applicant information**

The information you provide to us is provided on a voluntary basis to support your application for a job in our organisation and you consent to the described processing. In order to comply with the General Data Protection Regulation, we are informing you that you have a choice in this.

#### **What are the legal reasons for us to process your personal information?**

We are required to process personal information in accordance with data protection legislation and only do so when the law allows us to. Data Protection law sets out the lawful reasons we have to process your personal information and these are as follows:

## **1) To comply with the law**

We collect and use general purpose staff information in order to meet certain legal requirements and legal obligations placed upon the Academy Trust by UK law. We therefore have the right to process your personal information for such purposes without the need to obtain your consent.

Details of the type of processing that we must undertake, the personal data that is processed, the legislation which requires us to do so and who we may share this information with is set out in Table 1.

## **2) With the consent of the individual to whom that information 'belongs'**

We can only process your personal information when we have your consent to do so. In these circumstances, we will provide you with specific and explicit information regarding the reasons the data is being collected and how the data will be used.

Details of the type of processing that we may undertake on this basis and who we may share that information with is set out in Table 2.

### **Special category personal information**

In order to process 'special category' data, we must be able to demonstrate how the law allows us to do so. In addition to the lawful reasons above, we must also be satisfied that ONE of the following additional lawful reasons applies:

- 1) Explicit consent of the data subject
- 2) Necessary for carrying out obligations and exercising specific rights in relation to employment and social security and social protection law
- 3) Processing relates to personal data which is manifestly made public by the data subject
- 4) Necessary for establishing, exercising, or defending legal claims
- 5) Necessary for reasons of substantial public interest
- 6) Necessary for preventative or occupational medicine, or for reasons of public interest in the area of public health
- 7) Necessary for archiving, historical research, or statistical purposes in the public interest

The lawful reasons for each type of sensitive category personal information that we process is set out in the table attached.

### **Who might we share your information with?**

We may share applicant information with:

- members of our staff
- directors and governors who are involved in the recruitment process

Appropriate security measures have been put in place to prevent personal information being accidentally lost, used, or accessed in an unauthorised way.

We will not share your data with third parties unless your application for employment is successful and an offer has been made. They will only process personal information on our instructions and are subject to a duty of confidentiality.

Procedures are also in place to deal with suspect data security breaches, and you will be notified of a suspected breach where we have a legal obligation to do so.

**What do we do with your information?**

All personal information is held in a manner which is compliant with Data Protection legislation. Personal information is only processed for the purpose it was collected. The Academy Trust monitors the personal information it processes and will only share personal information with a third party if it has a legal basis to do so.

**How long do we keep your information for?**

In retaining personal information, the Academy Trust complies with the Retention Schedules provided by the Information Record Management Society. The schedules set out the Statutory Provisions under which the Academy Trust are required to retain the information.

A copy of those schedules can be located using the following link:

<http://irms.org.uk/page/SchoolToolkit>

**Transferring data internationally**

Where we transfer personal data to a country outside of the UK, we will do so with the appropriate safeguards in place in accordance with data protection law.

**What are your rights with respect of your personal information?**

Under data protection law, staff members have the right to request access to information about them that we hold. To make a request for your personal information contact the Data Protection Officer at Satswana Services via email at [admin@satswana.com](mailto:admin@satswana.com) or alternatively:

Suite G12 Ferneberga House  
Alexandra Road,  
Farnborough,  
Hampshire,  
GU14 6DQ

**\*\* Please ensure that you specify you are requesting personal information that Community Academies Trust holds and which school or schools within the trust you have applied to.**

You 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
- claim compensation for damages caused by a breach of the Data Protection regulations

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

**Review**

The content of this Privacy Notice will be reviewed in **July 2024**.

**Table 1** – Personal information we are required to process to comply with the law:

<b>Information Type</b>	<b>Relevant legislation</b>	<b>Special Category–additional lawful reason</b>	<b>Third Parties with whom we share the information</b>	<b>Lawful reason for sharing</b>
<ul style="list-style-type: none"> <li>• Name</li> <li>• Date of birth</li> <li>• Address</li> <li>• National Insurance number</li> <li>• Start date</li> <li>• Salary information</li> <li>• Student loan information</li> <li>• Contracted hours</li> </ul>	Tax law		HMRC	Legal obligation
ID verification for DBS	KCSIE		DBS Checking Service	Legal obligation
<ul style="list-style-type: none"> <li>• Section 128 check</li> <li>• Disqualification by association</li> <li>• Prohibition checks</li> <li>• DBS number</li> </ul>	KCSIE		Ofsted	Legal obligation
Verification of Right to work in the U.K (Single Central Record)	Immigration, Asylum and Nationality Act 2006, Section 15		<ul style="list-style-type: none"> <li>• Local Authority</li> <li>• Ofsted</li> </ul>	Legal obligation

**Table 2** – Personal information we are required to process with the consent of the individual to whom that information ‘belongs’

<b>Information Type</b>	<b>Special Category – additional lawful reason</b>	<b>Third Parties with whom we share the information</b>	<b>Lawful reason for sharing</b>
<ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Telephone number</li> <li>• National Insurance number</li> <li>• Email address</li> <li>• Date of birth</li> <li>• Gender</li> <li>• Teacher number</li> <li>• Employment history</li> <li>• Qualifications</li> <li>• Training and education</li> <li>• Professional memberships</li> <li>• Subjects taught and other training and development activities</li> </ul>		Not shared with 3 <sup>rd</sup> parties	Consent
<ul style="list-style-type: none"> <li>• Disability information</li> </ul>	Consent	Not shared with 3 <sup>rd</sup> parties	Consent
<ul style="list-style-type: none"> <li>• Test results which arise as part of the application process</li> </ul>		Not shared with 3 <sup>rd</sup> parties	Consent
<ul style="list-style-type: none"> <li>• Information about current levels of remuneration, including benefit entitlements</li> </ul>		Not shared with 3 <sup>rd</sup> parties	Consent
<ul style="list-style-type: none"> <li>• References</li> </ul>		Not shared with 3 <sup>rd</sup> parties	Consent
<ul style="list-style-type: none"> <li>• Gender</li> <li>• Age</li> <li>• Ethnic group</li> <li>• Religious beliefs</li> </ul>	<ul style="list-style-type: none"> <li>• Consent</li> <li>• Consent</li> </ul>	Not shared with 3 <sup>rd</sup> parties	Consent

<ul style="list-style-type: none"> <li>• Sexual orientation</li> <li>• Health information</li> <li>• Criminal record information</li> <li>• Information about being barred from working with children or vulnerable people</li> </ul>	<ul style="list-style-type: none"> <li>• Consent</li> <li>• Consent</li> </ul>		
---	--	--	--