



The Keys Federation Academy Trust

Privacy notice for job applicants

Under data protection/GDPR law, individuals have a right to be informed about how the Trust uses any personal data we hold about them. We comply with this right by providing 'Privacy Notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This Privacy Notice explains how we collect, store and use personal data about individuals applying for jobs at our Trust.

We, The Keys Federation Academy Trust, are the 'data controller' for the purposes of data protection law. Our data protection officer is Janice Jones, see 'Contact us' below.

Successful candidates should refer to our Privacy Notice for the school workforce for information about how their personal data is collected, stored and used. This will be given to you on induction.

The personal data we collect, process, hold and share

We process data relating to those applying to work at our Trust. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Your name, address and contact details, including email address and telephone number, date of birth, gender and marital status.
- Copies of right to work documentation.
- References.
- Evidence of qualifications.
- Employment records, including work history, job titles, training records and professional memberships.
- Details of your enhanced DBS disclosure and any criminal records.

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements

Why we use this data

The purpose of processing this data is to aid the recruitment process by:

- Enabling us to establish relevant experience and qualifications
- Facilitating safe recruitment, as part of our safeguarding obligations towards pupils
- Enabling equalities monitoring
- Ensuring that appropriate access arrangements can be provided for candidates that require them

Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)
- We have legitimate interests in processing personal data before, during and after the end of a recruitment process.

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 go about withdrawing consent if you wish to do so.

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

Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

How we store this data

Personal data we collect as part of the job application process is stored in line with the Trust's Data Protection Policy

When it is no longer required, we will delete your information in accordance with our Data Protection Policy, available on our website.

Data sharing

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- Our local authority – to meet our legal obligations to share certain information with it, such as shortlists of candidates for a Principal position.
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as HR, Payroll and recruitment support.
- Professional advisers and consultants.
- Employment and recruitment agencies.
- Internally with member of the Trust's Business development department to meet our contractual obligations.

Transferring data internationally

If we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

How to access the personal information we hold about you

Individuals have a right to make a '**subject access request**' to gain access to personal information that the Trust's holds about them. To make the trust a request for your personal information contact Janice Jones, our Data Protection Officer.

You may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer.

Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations.

To exercise any of these rights, please contact our Data Protection Officer.

Complaints

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/>

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this Privacy Notice, please contact our data protection officer: Janice Jones at The Keys Federation Academy Trust Head Office on 01942 834000 or email at j.jones@thekeysfederation.org.uk or by post to 682 Atherton Road, Hindley Green, Wigan, WN2 4SQ.