

Maiden Erlegh Trust
**PRIVACY NOTICE FOR JOB
APPLICANTS**



MAIDEN ERLEGH
TRUST

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Statement

This privacy notice describes how we collect and use personal information about you during and after your job application with us, in accordance with the UK General Data Protection Regulation (UK GDPR).

Following Brexit, Regulation (EU) 2016/679, General Data Protection Regulation (GDPR) is retained EU law and known as UK GDPR. The UK GDPR sits alongside an amended version of the Data Protection Act 2018 that relate to general personal data processing, powers of the Information Commissioner and sanctions and enforcement. The GDPR as it continues to apply in the EU is known as EU GDPR.

We will comply with the data protection principles when gathering and using personal information, as set out in our data protection policy.

Successful applicants should also refer to our privacy notice for staff for information about how their personal data is stored and collected.

Who Collects This Information?

Maiden Erlegh Trust is a “data controller.” This means that we are responsible for deciding how we hold and use personal information about pupils and parents. Under data protection legislation, we are required to notify you of the information contained in this privacy notice.

This notice does not form part of any contract to provide services and we may update this notice at any time.

It is important that you read this notice with any other policies mentioned within this privacy notice, so that you are aware of how and why we are processing your information, what your rights are under data protection legislation and the procedures we take to protect your personal data.

Categories of information we collect, process, hold and share

We may collect, store, and use the following categories of personal information about you up to the shortlisting stage of the recruitment process:

- Personal information and contact details such as name, title, addresses, date of birth, marital status, phone numbers and personal email addresses
- Information collected during the recruitment process that we retain during your employment including proof of right to work in the UK, information entered on the application form, CV, qualifications, declarations and checks regarding criminal records and suitability
- Details of your employment history including job titles, salary and working hours
- Information regarding your criminal record as required by law to enable you to work with children
- Details of your referees and references
- Details collected through any pre-employment checks including online searches for data, medical/disability information
- Your racial or ethnic origin, sex, religious or similar beliefs
- CCTV images

We may also collect information after the shortlisting and interview stage in order to make a final decision on where to recruit, including criminal record information, references, information

regarding qualifications. We may also ask about details of any conduct, grievance or performance issues, appraisals, time, and attendance from references provided by you.

Why we collect and use this information

We will only use your personal information when the law allows us to. Most commonly, we will use your information in the following circumstances:

Where we need to take steps to enter into a contract with you

Where we need to comply with a legal obligation (such as health and safety legislation, under statutory codes of practice and employment protection legislation)

Where it is needed in the public interest or for official purposes

Where it is necessary for our legitimate interests (or those of a third party) and your interests, rights and freedoms do not override those interests

Where you have provided your consent for us to process your personal data

Generally, the purpose of us collecting your data is to enable us to facilitate safe recruitment and determine suitability for the role. We also collect data in order to carry out equal opportunities monitoring and to ensure appropriate access arrangements are put in place if required. Data collected may also be used to help inform the development of recruitment and selection policies.

If you fail to provide certain information when requested, we may not be able to take the steps to enter into a contract with you, or we may be prevented from complying with our legal obligations.

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose.

Sensitive information (defined in the UK GDPR as 'special category data') such as medical and criminal record details are accessed with your consent in order to meet our legal obligations in line with our data protection policy, and to contribute to equal opportunities monitoring. This data will in part be provided by you as part of the recruitment process, and in part through any pre-employment checks conducted by the Trust.

Collecting this information

We may collect this information from you, your referees, your education provider, by searching online resources, from relevant professional bodies the Home Office and from the DBS.

Storing and sharing this information

We have put in place measures to protect the security of your information (i.e., against it being accidentally lost, used, or accessed in an unauthorised way). In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know.

We hold job applicant data on local and cloud-based computer systems, as well as on paper. There are strict controls on who can see your information. Appropriate security arrangements are in place and there are strict controls on who can see your information. Arrangements for the safe use of data are set out in our policy.

We will hold data for as long as necessary in line with our retention schedule to satisfy any legal, accounting or reporting obligations, or as necessary to resolve disputes, after which the information will be securely destroyed.

We may need to share your data with third parties, including third party service providers where required by law, where it is necessary to administer the recruitment process with you or where we have another legitimate interest in doing so. These include the following:

- Recruiting managers
- Headteachers
- Our Occupational Health provider
- Senior Trust personnel
- The Department for Education (DfE) – occasionally on a statutory basis linked to Trust funding/expenditure.
- Trustees
- Local Advisory Board members
- Local Authority Designated Officer

We do not share information about job applicants with anyone without consent unless the law and our policies allow us to do so.

Requesting access to your personal data

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

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, please contact the Trust using the details at the end of this document and referring to the information on the website.

Under certain circumstances by law, you have the right to:

- Access your personal information (commonly known as a “subject access request”). This allows you to receive a copy of the personal information we hold about you and to check we are lawfully processing it. You will not have to pay a fee to access your personal information. However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.
- Correction of the personal information we hold about you. This enables you to have any inaccurate information we hold about you corrected.
- Erasure of your personal information. You can ask us to delete or remove personal data if there is no good reason for us continuing to process it.
- Restriction of processing your personal information. You can ask us to suspend processing personal information about you in certain circumstances, for example, if you want us to establish its accuracy before processing it.
- To object to processing in certain circumstances (for example for direct marketing purposes, where processing could cause, or is causing, damage or distress).
- To object to decisions being taken by automated means.
- To transfer your personal information to another party.

If you want to exercise any of the above rights, please contact Judicium Consulting Limited in writing.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights).

Right to withdraw consent

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right

to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact Judicium Consulting Limited.

Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

Updates to this privacy notice

We may need to update this privacy notice periodically; we will ensure that job applicants and staff always have access to the latest version.

Further information

If you would like to discuss anything in this privacy notice, or if you wish to raise a concern, please contact:

Data Protection officer: Judicium Consulting Limited

Address: 72 Cannon Street, London, EC4N 6AE

Email: dataservices@judicium.com

Web: www.judiciumeducation.co.uk

Telephone: 0203 326 9174

Lead Contact: Craig Stilwell

You have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues