



# **Data Protection Privacy Notice for Job Applicants including Volunteers**

**Last reviewed: December 2020**

**This policy applies to all schools and operations of the Vale Academy Trust**

**Review period:** 24 Months  
**Owner:** HR Director  
**Category:** Public

**Next review:** December 2022  
**Approver:** Data Protection Officer  
**Type:** Global

## Introduction

1. This privacy notice advises job and voluntary position applicants of the data protection responsibilities of the Vale Academy Trust ('the Trust') on the collection, storage and use of personal data about individuals who apply to work at or be engaged by the Trust.
2. This privacy notice applies to all applicants for all roles, including but not limited to full and part-time positions, permanent and temporary positions, contract and casual positions and volunteer positions.
3. The Trust is committed to being transparent about how we collect and use personal data and to meeting our obligations under the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR).
4. The Trust is required to explain how and why we collect personal data and what we do with that information. This privacy notice will also provide information as to what you can do about your personal information that is held and processed by us.
5. We, The Vale Academy Trust, The Studio, St Mary's Convent, Wantage OX12 9AU, are the 'data controller' for the purposes of data protection law.
6. The Data Protection Officer is Victoria Roberts, who can be contacted at [InformationTeam@vale-academy.org](mailto:InformationTeam@vale-academy.org)
7. This privacy notice should be read in conjunction with the Data Protection Policy which can be found on the [Trust's website](#).

## The personal data we hold

8. We collect and process data relating to those who apply to work at or be engaged by the Trust. Subject to the nature of the position, personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:
  - Contact details (name, address, email, telephone)
  - Age range, marital status, gender
  - Current salary and benefits
  - National Insurance number
  - DfE teacher number (if applicable)
  - Copies of right to work in the UK documentation (passport, birth certificate, driving licence, permits, visas)
  - Copies of identification (could include the documents listed in the above bullet as well as bank statement, credit card statement, tax statement)
  - Referees
  - Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships

- DBS certificate numbers, dates and any disclosures made
  - Relationships (and the nature where applicable) to any members of staff or governors
9. 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
  - Trade union membership
  - Health, including any medical conditions, and sickness records
  - Disability, including any records for reasonable adjustments made throughout the recruitment process

### **Why we use this data**

10. The Trust processes data relating to applicants for employment purposes to assist in the recruitment process, including to:
- Enable the Trust to manage its recruitment process
  - Facilitate safer recruitment, as part of our safeguarding obligations towards students
  - Ensure the Trust is complying with its legal obligations in relation to the right to work in the UK
  - Ensure a candidate is suitable for the role
  - Enter in to an employment contract, should you be successful
  - Enable ethnicity and disability monitoring in accordance with the Equality Act
  - Ensure reasonable adjustments can be made for those applicants who have a disability
  - Ensure a fair recruitment process has taken place

### **Our lawful basis for using this data**

11. The Trust will obtain your consent to hold, process and share your personal data in relation to the recruitment process.
12. You are under no obligation to provide your consent to provide data to the Trust during the recruitment process. However, if you do not consent to the Trust holding, processing and sharing your personal data during the recruitment process, the Trust will not be able to process your application.
13. The Trust will need to process data to ensure that it is complying with its legal obligations. For example, the Trust must check an applicant's entitlement to work in the UK. Safer recruitment procedures in Trusts also require appropriate checks to be made on people who work with children.

## Collecting this information

14. The Trust collects information in a variety of ways, for example, through:
- Application forms, CVs or covering letters
  - Your passport or other identity documents, such as your driving licence
  - From third parties such as the DBS in carrying out safeguarding checks, references supplied by former employers
  - Forms completed by you as part of the recruitment process
  - Correspondence with you
  - Interviews, meetings or other assessments as part of the recruitment process

## How long we store this data

15. We will only retain the data we collect for as long as is necessary to satisfy the purpose for which it has been collected.
16. If you are successful in being appointed to the role, all personal data collected by the Trust will be processed and transferred to your personnel file.
17. Ongoing collection and processing of your personal data in relation to your employment with the Trust is explained in our privacy notice for staff, which can be found on the [Trust website](#).
18. If you are unsuccessful in your application, the Trust will retain your personal information for a period of 12 months after the end of the recruitment process. With your consent, the Trust will keep your personal data on file for a further 12 months for consideration of future employment opportunities. Should you withdraw your consent within that time, or once that time period has expired, your data will be deleted or destroyed

## Data sharing

19. 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.
20. In the event you are successful, the Trust may be required, by law, to pass certain information about those engaged by us to certain external bodies, such as our local authority (LA) and the Department for Education (DfE), so that they are able to meet their statutory obligations.
21. Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with other members of staff involved in the recruitment process in order for them to perform their roles. This can include sharing personal data with appropriate school and central staff, Governors, HR (including payroll) and line managers.

22. We may also share your personal data with third parties. This can include when obtaining background checks as part of safer recruitment guidelines, pre-employment references and criminal records checks from the DBS.
23. Throughout these processes we maintain strict confidentiality and only process and retain the personal data for as long as is necessary in accordance with our retention schedule and the processing purposes we state.

### **Transferring data internationally**

24. With cloud-based storage and some other services sometimes being supplied outside the UK, personal data can be sent to other jurisdictions.
25. Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.
26. Our servers and storage systems are based in the EU or the European Economic Area (EEA) and we have ensured that appropriate safeguards are in place to protect your personal data.

### **Your rights regarding personal data**

27. Individuals have a right to make a subject access request to gain access to personal information that the Trust holds about them.
28. Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including 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 by 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
29. To exercise any of these rights, please get in touch with our Data Protection Officer, shown under point 6.
30. If you have a concern about the way we are collecting or using your personal data, please raise your concern with the Trust in the first instance by contacting our Data Protection Officer. Alternatively, you can contact the Information Commissioner's Office at [ico.org.uk](https://ico.org.uk)

## **Contact us**

- 31.** If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer as shown under point 6.