

The *Active Learning* Trust

Job Applicants Privacy Notice

Categories of Personal Data we process

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

- Contact details (such as name, address)
- Copies of right to work documentation
- References
- Evidence of qualifications
- Employment records, including work history, job titles, training records and professional memberships

We may also collect, use, store and use information about you that falls into special categories of more sensitive personal data. This may include:

- Characteristics information (such as race, ethnicity, religious beliefs, sexual orientation and political opinions).
- Disability and access requirements

How we use Personal Data

We process such personal data to aid in 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 applicants that require them

Collecting and using Personal Data in this way is lawful because:

- The processing is necessary for the performance of a legal obligation to which the Trust is subject, for example our legal duty to safeguard pupils.
- In the case of special category personal data, the processing is necessary for a safeguarding purpose i.e. to protect pupils from harm. This is in the substantial public interest.
- You may have given us consent to use your personal data in a certain way. You can withdraw such consent at any time though this may have consequences for our ability to continue to consider your candidature.
- We need to protect your vital interests.

How we collect Personal Data

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it, and whether there is a legal requirement on the school / academy trust to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

We also collect information from a previous employer or educational establishment. You will know about this because you will have supplied us with the relevant contact details.

How we store Personal Data

Personal Data that we collect as part of the job application process is stored in line with our Records Management Policy. Applications which do not result in an employment offer are held for six months and then securely destroyed. When it is no longer necessary we will delete your personal data and information in accordance with the Trust's current policies on the management of records.

Data Sharing

We will not share information about you with third parties without your consent unless the law allows us to.

We are required, by law, to pass on some of the personal data which we collect to:

- The Local Authority designated person, when requested, for purposes of fulfilling their child safeguarding responsibilities
- Suppliers and service providers – to enable them to provide the service we have contracted them for e.g. HR and recruitment support
- Professional advisers and consultants
- Employment and recruitment agencies

Your rights

You have the right to:

- Ask for access to your personal information
- Ask for rectification of the information we hold about you
- Ask for the erasure of information about you
- Ask for our processing of your personal information to be restricted
- Object to us processing your information.

If you want to use your rights, for example, by requesting a copy of the information which we hold about you, please contact the Trust's Data Protection Officer as follows:

Data Protection Officer, The Active Learning Trust c/o Isle of Ely Primary School Road Ely
Cambridgeshire CB6 2FG

Email: dataprotection@activelearningtrust.org

More information about your rights is available in our Data Protection Policy which is on our website - <https://www.activelearningtrust.org/about/Policies>

If at any time you are not happy with how we are processing your personal information, then you may raise the issue with the Trust's Data Protection Officer and if you are not happy with the outcome you may raise a complaint with the Information Commissioner's Office:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.