



# Elm Tree Multi Academy Trust

## Recruitment Privacy Notice

### Approval and Review

**Effective from:** September 2023

**Approved by:** Resources

**Review leader:** A Woodward, Chief Financial Officer

**Review date:** September 2027

## **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 individuals who apply for a position with us, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

## **Policy Statement**

We are Elm Tree Multi Academy Trust. As part of your application to join us, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their “personal data”. This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold an individual’s personal data for a period of time after the recruitment process, even if you are unsuccessful. Anything that we do with an individual’s personal data is known as “processing”.

## **Who are we?**

Elm Tree Multi Academy Trust is the ‘data controller’. This means we are responsible for how your personal information is processed and for what purposes.

Elm Tree Multi Academy Trust is registered as the Data Controller with the Information Commissioner’s Office (ICO); Registration Number: ZB569124.

You can contact the school as the Data Controller in writing at:

Elm Tree Multi Academy Trust, Sandy Lane, Blackdown, Leamington Spa, CV32 6RD or via email: [dpo@northleamington.co.uk](mailto:dpo@northleamington.co.uk)

## **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 relates to personal information revealing 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 information do we process during your application process?**

We may collect, hold, share and otherwise use the following information about you during your application process.

*Up to and including shortlisting stage:*

- your name and contact details (i.e. address, home and mobile phone numbers, email address);
- details of your qualifications, training, experience, duties, employment history (including job titles, salary, relevant dates and working hours), details of driving licence (if relevant for role), membership of professional bodies and interests;
- your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs;
- information regarding your criminal record;
- details of your referees;
- whether you are related to any member of our workforce; and
- details of any support or assistance you may need to assist you at the interview because of a disability.
- CCTV footage and images obtained when you attend the school site

*Following shortlisting stage, and prior to making a final decision*

- information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers; \*
- confirmation of your academic and professional qualifications (including seeing a copy of certificates); \*
- information via the DBS process, regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs), whether you are barred from working in regulated activity; \*
- your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information; \*
- medical check to indicate fitness to work; \*
- a copy of your passport (or other appropriate documentation as stated on the Home Office list);\*
- if you are a teacher, we will check the National College of Teaching and Leadership (“NCTL”) Teachers Services about your teacher status, whether you are subject to a prohibition from teaching order and any other relevant checks (for example Section 128 direction for management posts and EEA teacher sanctions);\* and
- equal opportunities’ monitoring data.

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked (\*) above to us to enable us to verify your right to work and suitability for the position. Without providing us with this information, or if the information is not satisfactory, then we will not be able to proceed with any offer of employment.

If you are employed by us, the information we collect may be included on our Single Central Record. In this scenario, a further privacy notice in relation to data we collect, process, hold and share about you during your time with us, will be issued to you.

### **Where do we get information from about you during the application process?**

Depending on the position that you have applied for, we may collect this information from you, your referees (details of whom you will have provided), your education provider, any relevant professional body, the Disclosure and Barring Service (DBS), NCTL and the Home Office, during the recruitment process.

### **Why do we use this information?**

We will process your personal data during your application process for the purpose of complying with legal obligations, carrying out tasks which are in the public interest, and taking steps with a view to entering into an employment contract with you. This includes:

- to assess your suitability for the role you are applying for;
- to take steps to enter into a contract with you;
- to check that you are eligible to work in the United Kingdom or that you are not prohibited from teaching; and
- so that we are able to monitor applications for posts in the school to ensure that we are fulfilling our obligations under the public sector equality duty under the Equality Act 2010.

### **Failure to provide this information**

If our workforce fails to provide information to us then this may result in us being unable to perform the employment contract, or we may be prevented from complying with our legal obligations.

### **How long will we hold information in relation to your application?**

We will hold your personal data relating to our workforce only for as long as necessary. If you are successful then how long we need to hold on to any information will depend on the type of information. The school complies with the Retention Schedules provided by the Information Record Management Society. The schedules set out the Statutory Provisions under which the school are required to retain the information.

A copy of these schedules can be located using the following link  
<http://irms.org.uk/page/SchoolsToolkit>

### **Who will we share information with about our workforce?**

We will not share information gathered during your application process with third parties, other than professional advisors such as Legal and HR advisors.

### **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 school 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.

### **Transferring data internationally**

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.

### **Rights in relation to your personal data**

All individuals have the right to request access to personal data that we hold about them, subject to a number of exceptions. To make a request for access to your personal data, you should complete our [Subject Access Request Form](#) and send to the Data Protection Officer via email at [dpo@northleamingtonschool.co.uk](mailto:dpo@northleamingtonschool.co.uk) or alternatively by writing to:

The Data Protection Officer  
Elm Tree Multi Academy Trust  
Sandy Lane  
Blackdown  
Leamington Spa  
Warwickshire  
CV32 6RD

Individuals also have the right, in certain circumstances, to:

- Object to the processing of their personal data
- Have inaccurate or incomplete personal data about them rectified
- Restrict processing of their personal data
- Object to the making of decisions about them taken by automated means

- Have your data transferred to another organisation
- Claim compensation for damage caused by a breach of their data protection rights
- If you want to exercise any of these rights then you should contact the school's Data Protection Officer. The law does not oblige the school to comply with all requests. If the school does not intend to comply with the request then you will be notified of the reasons why in writing.

## **Concerns**

If you have any concerns about how we are using your personal data then we ask that you contact our Data Protection Officer in the first instance. However, an individual can contact the Information Commissioner's Office should they consider this to be necessary, at <https://ico.org.uk/concerns/>.