



Privacy notice for Prospective Employees

This privacy notice is about how we use information about you and what we do with it. We call this information about you 'personal data' or 'personal information'.

For the purposes of UK Data Protection Law Willow Learning Trust is the 'data controller'. The Trust Data Protection Officer is Mr Steve Hume.

What information we collect and process

The Trust collects a range of information about you. This includes:

- Contact details.
- Copies of documents proving your entitlement to work in the UK.
- Details of your qualifications, skills, experience, and employment history, including references
- Information about your current level of remuneration.
- Whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process.
- Online presence.
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief. Online presence

Why do we collect and use your information?

The Trust has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Trust to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Trust may use your data to inform the development of recruitment and retention policies. Under the GDPR, the legal basis/bases we rely on for processing personal information for general purposes are:

- To fulfil our legal obligation regarding rights to work in the UK.
- For the purpose of facilitating safer recruitment, in accordance with the legal basis of public task, paragraph 2 (d) of Article 9 and the School Staffing (England) Regulations 2009.
- To monitor equality in our recruitment process
- To ensure appropriate access arrangements, if required.

The organisation will not use your data for any purpose other than the recruitment for the post which you have applied unless consent has been received from you.

How we collect your information

The Trust collects this information in a variety of ways. For example, data might be contained in application forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The Trust will also collect personal data about you from third parties, such as references supplied by former employers, pre-employment medical checks, information from employment background check providers including information from criminal records checks. The Trust will also complete an online check on the successful candidates in line with recommendations made in KCSIE. The Trust will seek information from referees prior to interview, other checks will be completed once a provisional job offer has been made and we will inform you of the checks. .

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

How we store your information?

We create and maintain a file for each vacancy. The information contained in this file is kept secure and only used for purposes directly relevant to the recruitment of the post.

We only keep your information for as long as we need it or for as long as we are required to by law. Full details are given in our **Retention Policy** which is available on the WLT website.

Use of your personal data in automated decision making and profiling

We do not currently process any job applicants' personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

Who we share your information with and why

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR department, interviewers involved in the recruitment process, managers in the department with a vacancy. The Trust will not share your data with third parties, unless your application for employment is successful and you are made an offer of employment.

Where it is legally required or necessary, we may share your information with the following:

- Ofsted – to evidence the school's recruitment process and equality of opportunity, in accordance with the School Staffing (England) Regulations 2009 and the Equality Act 2010.
- HR software provider for maintenance of HR records and monitoring.

Any information we share with other parties is transferred securely and held by the other organisation in line with their data security policies.

NHS

Schools have a legal duty to protect and promote the welfare of pupils and a duty of care to staff. Schools are therefore under a legal obligation to share data on request from NHS should there be a requirement to do so.

The information we will share will likely be contact details if a case or suspected case of a notifiable virus that has arisen in our school. Please be assured that we will keep a record of information that we share.

Your rights

You have specific rights to the processing of your data, these are the right to:

- Ask for access to your personal information.
- Ask for rectification of the information we hold about you if it is inaccurate or incomplete.
- Ask for erasure of information about you although we may have good reason to object to this.
- Ask for processing of your personal data to be restricted.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.
- Ask for us to transfer your information to another organisation.
- Object to us processing your information.

How to access personal information we hold about you

You have a right to request access to personal information that we hold about you.

If you make a subject access request, and if we do hold information about you, we will (subject to any exemptions that may apply):

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any of this
- Give you a copy of the information in an intelligible form

If you would like to make a request, contact the Data Protection Officer, details below.

There is more information in our **Data Protection Policy** which is available on the WLT website.

If you want to use your rights, for example, by requesting a copy of the information which we hold about you, please contact the Data Protection Officer, email: DPOfficer@glenthorne.sutton.sch.uk

If at any time you are not happy with how we are processing your personal information, then you may raise the issue with the Data Protection Officer.

If you are not happy 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 545745 if you prefer to use a national rate number.