



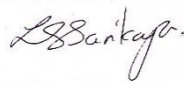
**THE ST. BART'S
ACADEMY**
— TRUST —

**Privacy Notice
For
Prospective Employees**

March 2022

The St. Bart's Academy Trust

Privacy Notice For Prospective Employees

Produced Date:	March 2022	
Approved by Trust Board:		Lisa Sarikaya Chief Executive Officer
Review Date:	September 2024	

Date	Section Amended	Signature



Contents

Privacy Notice - how the school uses prospective employees' information	4
What categories of information are processed?	4
Why do we collect and use your information?	4
How do we collect your information?	4
How do we store your information?	4
Who do we share your information with?	5
Why do we share your information	5
Sharing with Ofsted	5
What are your rights?	5
How to withdraw consent and lodge complaints	6
Updating this privacy notice.....	6
How can you find out more information?	6

Privacy Notice - how the school uses prospective employees' information

Schools have a duty to inform their prospective employees of how they process the data that is in the school's control – this should be done through providing potential staff members with a privacy notice.

What categories of information are processed?

The categories of personal information that we process include the following:

- Personal information – e.g. name, contact details, National Insurance number
- Characteristics information – e.g. gender, age, ethnicity
- Qualifications and, where relevant, the subjects taught
- Recruitment information – e.g. documentation relating to employment checks, references

This list is not exhaustive.

Why do we collect and use your information?

We collect and use your information for the following reasons:

- To inform the development of recruitment and retention policies
- To facilitate safer recruitment
- To review our recruitment performance

Under the UK General Data Protection Regulation (UK GDPR), the legal basis/bases we rely on for processing personal information for general purposes are:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

How do we collect your information?

We collect your personal information via the following methods:

- Application forms
- Questionnaires

Data relating to prospective employees is essential for the school's operational use. Whilst most of the information you provide us is mandatory, some of it is requested on a voluntary basis. To comply with the UK GDPR, we will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice.

How do 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.

Your personal information is retained and disposed of in line with the school's **Records Management Policy**.

For more information about how we securely store your information, please see the **Data and Cyber-security Breach Prevention and Management Plan**.

Who do we share your information with?

We routinely share your information with:

- Ofsted

Why do we share your information

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

Sharing with Ofsted

We share information about prospective employees with 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**.

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

What are your rights?

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

- Request access to the information we hold about you.
- Restrict our processing of your personal data, i.e. permitting its storage but no further processing.
- Object to direct marketing (including profiling) and processing for the purposes of scientific and/or historical research and statistics.
- Have your personal data rectified if it is inaccurate or incomplete.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.

If you want to request access to the personal information that we hold about you, please contact the **Principal** who is the **Data Protection Officer (DPO)** for the academy.

If you are concerned about the way we are collecting or using your information, please raise your concern with the Principal in the first instance. You can also contact the ICO at <https://ico.org.uk/concerns/>.

How to withdraw consent and lodge complaints

Where the trust or school processes data on the basis of consent, you have the right to withdraw your consent at any time.

If you change your mind or are unhappy with how our school uses your personal data, you should let us know by contacting the **Principal**.

Updating this privacy notice

We made need to update this privacy notice periodically if we change how we collect and process data. We recommend that you revisit this privacy notice periodically.

This privacy notice was last updated on **28th March 2022**.

How can you find out more information?

If you would like to discuss anything in this privacy notice, please contact the Data Protection Officer for the Trust.

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, contact the DfE directly via their [website](#), or ask to see our **Data Protection Policy** and **Records Management Policy**.





THE ST. BART'S ACADEMY

— TRUST —

St. Bart's Multi-Academy Trust
c/o Belgrave St. Bartholomew's Academy,
Sussex Place, Longton, Stoke-on-Trent, Staffordshire, ST3 4TP
www.sbmat.org T: 01782 486350

