Job Applicant Privacy Notice

We are The Inspire Learning Partnership. 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".

This document sets out what personal data we will gather and hold 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.

What information we collect and hold

As part of any recruitment process, the Trust collects and process personal data relating to job applicants.

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

- application form:
  - your name, DOB, address and contact details, including email address and telephone number
  - details of your qualifications, skills, experience, professional memberships and employment history
  - information about your current level of remuneration, including benefit entitlements
  - information about your entitlement to work in the UK
  - your national insurance number
- copies of right to work and identity documentation
- details of your qualifications, training records, professional memberships, skills, experience and employment history, including start and end dates, with previous employers and with the organisation;
- we will obtain information from publicly available sources such as your social media profiles
- notes from interviews and activities we ask you to complete as part of the recruitment process
- if you contact us regarding your application, a record of that correspondence.
- personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks.
- CCTV footage at those schools that have CCTV cameras on site
- we may live stream interviews via an online platform - we will advise you if it is to be recorded

- We may also collect, use, store and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to:
- information about race, ethnicity, religious beliefs, sexual orientation and political opinions
- information about disability and access requirements
- photographs and CCTV images captured in school
- health, including any medical conditions, current medication, and sickness records
- Trade Union Membership

We may also collect, use, store and share (when appropriate) information about criminal convictions and offences.

We may also hold data about you that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service in respect of criminal offence data.

Who we share your data with

As part of the recruitment process we are required to collect certain information from you to comply with our legal responsibilities. We collect this information in a variety of ways.

For example, data might be obtained from our online applicant tracking system (MyNewTerm), from application forms, from your passport or other identity documents, or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks via the Disclosure and Barring Service. We use a certified Identity Service Provider (IDSP) called Trust ID to validate identity documents and make Right to Work Checks. Applicants are strongly encourage to read TrustID's privacy policy in conjunction with this privacy notice for further information: Data-Subject-Privacy-Policy-PDF.pdf (trustid.co.uk)

The Trust uses the applicant tracking system provided by MyNewTerm. Applicants are strongly encouraged to read MyNewTerm's privacy policy in conjunction with this privacy notice for further information: https://www.mynewterm.com/privacy-policy

Much of the information we process will be obtained directly from your application form. However, we may need to collect data about you from, but not necessarily limited to the following organisations:

- your nominated referees
- the Disclosure and Barring Service
- TrustID – ID and Right to Work
- MyNewTerm
- academic or regulatory bodies to validate qualifications/experience (for example the teaching agency);
- medical check to indicate fitness to work;*
- other Schools with the Inspire learning Partnership Trust
- recruitment and supply agencies

Why do we collect and 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 manage the recruitment process to facilitate safer recruitment, as part of our safeguarding obligations towards our students

- to enable you to apply online for our vacancies through submission of an application through MyNew Term.
- to get in touch with your and/or respond to your questions and enquiries;
- to assess your suitability for the role you are applying for;
  - carrying out criminal records checks to ensure that individuals are permitted to undertake the role in question. Where the Trust seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.
  - enabling the Trust to establish relevant experience and qualification.
  - to check that you are eligible to work in the United Kingdom or that you are not prohibited from teaching; and
  - to share with third parties where we have retained their services that we or you have requested e.g. for the purposes of reference checking and confirmation of right to work in the UK;
- it may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. The Trust processes such information to carry out its obligations and exercise specific rights in relation to employment.
- the Trust also needs to be able to use your data to identify you and safely evacuate one of their schools in the event of an emergency.
- to carry out our obligations arising from any contracts entered into between you and us;
- so that we are able to monitor applications for posts in the Trust to ensure that we are fulfilling our obligations under the public sector equality duty under the Equality Act 2010.
- to keep you informed of available roles as they arise, if you join our talent pool (as this is carried out under your consent you may withdraw your consent at any point via your MyNewTerm account.

The lawful basis on which we process this information

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- comply with a legal obligation
- carry out a task in the public interest
- where we have legitimate interests in processing the data – for example, the use of photographs to enable us to clearly identify you in the event of an emergency evacuation

Less commonly, we may also use personal information about you where:

- you have given us consent to use it in a certain way
- we need to protect your vital interests (or someone else's interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the Trust's use of your data.

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

If your application for employment is unsuccessful we will hold your personal data only for six months, after the end of the relevant recruitment process. At the end of that period, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The period for which your data will be held will be provided in a new privacy notice.

Who will we share information with about your application?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

If you are shortlisted we will obtain pre-employment references from other employers.

The Trust will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Trust will then share your data with third party assessment providers, in order to facilitate your suitability for a role. For example, the Disclosure and Barring Services to obtain necessary criminal record checks and occupational health provider to clarify that you are fit to work.

Collecting job applicant information

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

How does the Trust protect your data

The Trust takes the security of your data seriously. The Trust has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused, or disclosed, and is not accessed except by its employees in the performance of their duties.

Where the Trust engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

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.

For how long does the Trust keep data?

The organisation will hold your personal data for the duration of your employment. The periods for which your data is held after the end of employment are set out in the Trust's Data Retention Schedule.

Requesting access to your personal data

How to access personal information we hold about you

Under data protection legislation, you have the right to request access to information about you that we hold.

If you make a **'subject access request'**, and if we do hold information about you, we will:

- 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 consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer.

Your other rights regarding your data

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Claim compensation for damages caused by a breach of the Data Protection regulations

To exercise any of these rights, please contact our data protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at https://ico.org.uk/concerns/
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact Us

If you would like to discuss anything in this privacy notice, please contact:

Carrie Jackson - Data Protection Officer by email at dpo@ilpartnership.org to by telephone 02380 407460.