

Ascend Learning Trust

JOB APPLICANTS PRIVACY NOTICE POLICY

Written by:	Caroline Harrison
Ascend Learning Trust Responsibility:	TELT
Date ratified:	03.2021
Version Number:	2
Committee Reviewed:	03.2021

This document has been prepared in accordance with the Data Protection Act 2018, the UK General Data Protection Regulation and other related legislation and applies to all schools and operations of Ascend Learning Trust.

We collect and process your personal information as part of the recruitment process in relation to the role you are applying for.

All Headteachers and Senior Leaders involved in the recruitment process have responsibility for ensuring that applicants' personal information is held and processed in the correct way.

WHAT IS PERSONAL INFORMATION?

Personal information is any information that relates to you and can be used directly or indirectly to identify you, such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person (UK GDPR article 4).

Special categories of personal data means information about an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and biometric/genetic data (UK GDPR article 9).

LEGAL BASIS FOR USING PERSONAL DATA

We collect personal data only for specified, explicit and legitimate purposes, whether by automated means, such as collection, recording, storage, retrieval, use, disclosure, dissemination, erasure, or destruction (GDPR article 4).

- We process personal data lawfully, only where it is adequate, relevant, and limited to what is necessary for the purposes of processing.
- We keep accurate personal data, only for the period necessary for processing, and take all reasonable steps to ensure that inaccurate personal data is rectified or deleted without delay.
- We adopt appropriate measures to make sure that personal data is secure, and protected against unauthorised or unlawful processing, accidental loss, destruction, or damage.
- We do this to ensure a candidate is suitable for the role and to make sure reasonable adjustments can be made for those applicants who have a disability.
- Processing of personal data ensures that a fair recruitment process has taken place.

We will not process personal data of applicants for reasons other than the recruitment and selection process.

Where we process special categories of personal data or criminal records data to perform obligations, this is done under the employment exemption (GDPR Article 9). In some cases, the organisation will need to process data to ensure that it is complying with its legal obligations. For example, we must check an applicant's entitlement to work in the UK.

WHAT DATA DO WE HOLD ON YOU?

The personal data we hold regarding you can include, but is not limited to, information such as:

- Your name and address.
- Email address and telephone number.
- Date of birth.
- Equal opportunities monitoring information.
- Your nationality and entitlement to work in the UK.
- National insurance number.
- Information about your current salary and benefits.
- Qualifications and skills.
- Work experience and employment history.
- Information about your criminal record.
- Disability status to enable us to make any reasonable adjustments throughout the recruitment process.

WHO HAS ACCESS TO YOUR PERSONAL DATA?

Your personal data may be shared internally with other members of staff involved in the recruitment process for them to perform their roles. Throughout the recruitment process we maintain strict confidentiality regarding your information and only retain the personal information of unsuccessful applicants as per our retention schedule.

HOW DO WE PROTECT APPLICANTS' PERSONAL DATA?

Our servers and storage systems are based in the EU or the European Economic Area (EEA) and we have ensured that appropriate safeguards are in place to protect your personal data.

We take the security of your personal data very seriously. Internal policies and controls are in place to try to ensure that data is not lost, accidentally destroyed, misused, or disclosed, and is not accessed except by our employees in the performance of their duties.

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

For example, we ensure that we use encrypted devices, passwords, virus protection and have appropriate firewalls.

HOW LONG DO WE KEEP YOUR PERSONAL INFORMATION

We hold your personal information for no longer than we need to and in accordance with our data retention schedule which can be obtained from our Data Protection Officer.

WHAT RIGHTS DO YOU HAVE IN RELATION TO YOUR INFORMATION?

You have the following rights in relation to your personal data:

- The right of access to the personal data and supplementary information. This right is to enable you to be aware of and verify the lawfulness of the personal data we are processing.
- The right to rectification. This right allows you to have personal data rectified if it is inaccurate or incomplete.
- The right to erasure. This is also known as the 'right to be forgotten'. This is not an absolute right and applies in specific circumstances.
- The right to restrict processing. This right applies in circumstances where, for example, the data subject contests the accuracy of the data or challenges the public interest or legitimate interest basis.
- The right to data portability. This allows individuals to obtain and reuse their personal data for their own purposes.
- The right to object. Individuals have the right to object to:
 - Processing based on legitimate interests or the performance of a task in the public interest/exercise of official authority.
 - Direct marketing.
 - Processing for scientific/historical research and statistics.
- Rights in relation to automated decision making and profiling

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance by contacting the Data Protection Officer at [**dpo@ascendlearningtrust.org.uk**](mailto:dpo@ascendlearningtrust.org.uk)

Alternatively, you can contact the Information Commissioner's Office at:

[**https://ico.org.uk/concerns/**](https://ico.org.uk/concerns/)

WITHDRAWAL OF CONSENT

Where we are processing your data with your consent, you have the right to withdraw that consent if you change your mind or are unhappy with our use of your personal data.

Please let us know by contacting the Data Protection Officer on dpo@ascendlearningtrust.org.uk

LAST UPDATED

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated on 1st March 2021.

CONTACT

If you would like to discuss anything in this privacy notice, please contact the Data Protection Officer on dpo@ascendlearningtrust.org.uk