



## The Schelwood Trust

### **Privacy Notice How we use information about job applicants**

The Schelwood Trust is the data controller for all information gathered about job applicants within its academy schools and ancillary functions.

In this document The Schelwood Trust is referred to as 'We' or 'Ours.' Job applicants are referred to as 'You' or 'Your.'

Successful applicants should refer to our privacy notice for staff for information about how their personal data is stored and collected.

Much of the information we collect is classed as 'personal data' and our use of it is covered by a set of rules called the UK General Data Protection Regulation (GDPR) and the Data Protection Act (2018).

This document tells you more about:

- The information we collect.
- What we use the information for.
- How your information is stored and how long we keep it
- What rights you have to the information.

### **What Information do we collect and use about job applicants?**

We collect many different categories of information, for example:

- Personal details.
- Contact details.
- Proof of your right to work in the UK.
- Information entered on the application form.
- CV.
- Qualifications.
- Details of your employment history including job titles, salary and working hours.
- Details of your referees and references.

We also are required to collect and use information that is given additional protection under the GDPR, for example:

- Information regarding your criminal record as required by law to enable you to work with children.
- Your racial or ethnic origin, gender and sexual orientation, religious or similar beliefs.

We may also collect information after the shortlisting and interview stage in order to make a final decision on where to recruit, including criminal record information and references. We may also ask about details of any conduct, grievance or performance issues, appraisals and attendance details from references provided by you.

We may collect this information from you, your referees, your education provider, relevant professional bodies, the Home Office, and from the DBS.

### **Why we collect and use this information**

We use the information for some, or all, of the reasons below.

- To evaluate your application to work for us.
- To potentially invite you to interview, and assessments.
- If successful, to offer you a position.
- To enable you to work for us.
- To maintain a safe environment for our students.
- To ensure your health and safety.
- To take steps to enter into a contract with you.
- To comply with a legal obligation (such as health and safety legislation, under statutory codes of practice and employment protection legislation).
- The legal basis for using this information.
- Depending on the purpose, our use of your information will be legal due to one of the following:
  - To meet the terms of, or enter into a contract. For example: Recording the terms of employment.
  - To meet a legal requirement [Article 6(1)(c)].
  - For example: submit an application to the disclosure and barring service.

Where we use special category personal data we process this under the following exemptions from Section 9 of GDPR:

- Explicit consent given by you [Article 9(2)(a)].
- For example: Using information about ethnic origin for equality monitoring purposes.
- For substantial public interest [Article 9(2)(g)].
- For example: Using information about your health to ensure a safe working environment

### **Storing your personal data**

Some of the personal data that we collect, and use, is added to your recruitment file.

Except as otherwise permitted or required by applicable law or regulation, the school only retains personal data for as long as necessary to fulfil the purposes they collected it for, as required to satisfy any legal, accounting or reporting obligations, or as necessary to resolve disputes. How long we keep your information will depend on whether your application is successful, and you become employed by us, the nature of the information concerned and the purposes for which it is processed.

If you are unsuccessful your information will be disposed of six months after a person has been appointed to the role.

If you'd like to know how long we keep a specific piece of personal data, please contact the Data Protection Officer whose details can be found at the end of this Privacy Notice.

### **Sharing your personal data**

At times we will share your personal data with other organisations and people. We will only do this when we are legally required to do so, when our policies allow us to do so or when you have given your consent.

Examples of people we share personal data with are:

- Family, associates, and representatives of the person whose personal data we are processing who are authorised to receive the data.

- Slough Borough Council.
- HMRC.
- The Department for Education.
- Healthcare, social and welfare organisations.
- Police forces and Courts.
- Voluntary and charitable organisations.
- Our suppliers and service providers.

Where we share your personal data with someone who is a supplier or service provider we have taken steps to ensure that they treat your personal data in a way that meets the requirements of the data protection act.

### **Your rights to your personal data**

You have rights relating to the personal data that we collect and use. Depending on the legal basis we are using the information you have different rights. If we are using your personal data based on your consent, you can withdraw that consent and we will stop using that personal data.

Withdrawing your consent will need to be recorded in writing, please contact the Data Protection Officer.

The right to be informed:

If you ask us, we must tell you if we are collecting or using your personal data.

If we are collecting or using your personal data, you have:

The right of access to your personal data

You have the right to view the personal data that we hold about you, to receive a copy of the data and to be given more information about the data including any transfer to countries who do not fall under the requirements of the GDPR.

Some information we hold cannot be accessed in this way. If you ask for information that is not available, there may be other ways of accessing it and we can help you.

To have access to your personal data we will need to collect details of what you want and in the first instance you can contact the Data Protection Officer whose details can be found at the end of this Privacy Notice. You will also need to supply us with standard information to verify your identity.

### Other rights

You also have rights to ask us to correct inaccurate personal data, to ask us to stop using it or to object to us using it. For some data you may have to right to ask us to erase it, or to provide it in an electronic format that you can give to someone else. For some personal data if we are subjecting it to automated decision making then you have the right to object to this as request that a person is involved.

You will be given full details of these rights if you request access to your personal data or you can ask the Data Protection Officer.

### Who to contact

The Trust has the responsibility to ensure that your personal data is protected. It is called the **data controller**. All members of staff work for the data controller.

We recommend that you contact the Data Protection Administrator:

Herschel Grammar School

Steven Devereux

Email: [sde@herschel.slough.sch.uk](mailto:sde@herschel.slough.sch.uk)

Beechwood School

Iain Priestley

Email: [i.priestley@beechwood.slough.sch.uk](mailto:i.priestley@beechwood.slough.sch.uk)

Schools are also required to have someone called a Data Protection Officer or DPO. The DPO advises the school about issues to do with data protection, but can also help you, if you have a problem.

Our Data Protection Officer is

Name of DPO:

GDPR Sentry Limited

Email address:

[support@gdprsentry.com](mailto:support@gdprsentry.com)

Contact number: 0113 804 2035  
Contact address: Unit 434 Birch Park, Thorp Arch Estate,  
Wetherby, West Yorkshire LS23 7FG

If you have any questions about this privacy notice, please contact the Data Protection Administrator or the Data Protection Officer.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/> or call 0303 123 1113.