

drb Ignite Multi Academy Trust

PRIVACY NOTICE FOR JOB APPLICANTS

Introduction

Under data protection law, individuals have a right to be informed about how the Trust uses any personal data that is held about them. The Trust complies with this right by providing *privacy notices*, sometimes called *fair processing notices*, to individuals where it is processing their personal data.

This privacy notice explains how the Trust collects, stores and uses personal data about individuals it employs, or otherwise engages, to work in Trust schools.

The drb Ignite Multi Academy Trust is the *data controller* for the purposes of data protection law.

The Trust's data protection officer is Alvin Walters.

The personal data the Trust holds

The Trust processes data relating to those it employs, or otherwise engages, to work at Trust schools. Personal data that the Trust may collect, use, store and share (when appropriate) about individual's includes, but is not restricted to:

- Contact details
- Copies of right to work documentation
- References
- Evidence of qualifications
- Employment records, including work history, job titles, training records and professional memberships

The Trust may also collect, store and use information that falls into ***special categories*** of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements

Why the Trust uses data

The Trust uses this data to:

- Establish and maintain effective governance
- Meet statutory obligations for publishing and sharing details

- Facilitate safe recruitment, as part of the Trust's safeguarding obligations towards pupils
- Undertake equalities monitoring
- Ensure that appropriate access arrangements can be provided for volunteers who require them

The Trust's lawful basis for using this data

The Trust only collects and uses personal information about an individual when the law allows it to. Most commonly, the Trust uses information where it needs to:

- Fulfil a contract entered into with an individual
- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, the Trust may also use personal information where:

- An individual has given consent to use it in a certain way
- The Trust needs to protect an individual's vital interests (or someone else's interests)
- The Trust has legitimate interests in processing the data

Where an individual has provided the Trust with consent to use data, the individual may withdraw this consent at any time. The Trust will make this clear when requesting initial consent and explain how to go about withdrawing consent if this is requested.

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

Collecting this information

While the majority of information the Trust collects from individuals is mandatory, there is some information that individuals can choose whether or not to provide.

Whenever the Trust seeks to collect information from an individual, it will make it clear whether an individual must provide this information (and if so, what the possible consequences are of not complying), or whether the individual has a choice.

How the Trust stores this data

The Trust keeps information about job applicants in full compliance with GDPR requirements.

Data sharing

The Trust does not share information with any third party without an individual's consent unless the law and Trust policies require this. For example:

- local authorities – to meet Trust legal obligations to share certain information with it, such as shortlists of candidates for a headteacher position
- Suppliers and service providers – to enable them to provide the service the Trust has contracted them for, such as HR and recruitment support
- Professional advisers and consultants
- Employment and recruitment agencies

Transferring data internationally

Where the Trust transfers personal data to a country or territory outside the European Economic Area, the Trust will do so in accordance with data protection law.

An individual's rights

How to access personal information the Trust holds

Individuals have a right to make a **subject access request** to gain access to personal information that the Trust holds about them.

If an individual makes a subject access request, and if the Trust does hold information it will:

- Give the individual a description of it
- Tell the individual why it is holding and processing the information, and how long it will keep it for
- Explain where the Trust got it from, if not from the individual
- Tell the individual who it has been, or will be, shared with

- Let the individual know whether any automated decision-making is being applied to the data, and any consequences of this
- Give the individual a copy of the information in an intelligible form

The individual may also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

To make a request, individuals should contact the Trust's data protection officer.

Other rights regarding data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. Individuals have the right to:

- object to the use of personal data if it would cause, or is causing, damage or distress
- prevent their data being used to send direct marketing
- object to the use of their personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- in certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, the Trust's data protection officer should be contacted.

Complaints and contact

The Trust takes all complaints about its collection and use of personal information very seriously.

If an individual thinks that the Trust's collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about the Trust's data processing, this should be raised with the Trust's DPO in the first instance.

To make a complaint, the Trust's data protection officer is:

- Alvin Walters (dpo@drbignitemat.co.uk)
- Address: 3 Brindleyplace, Birmingham B1 2JB

Alternatively, a complaint can be made 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

Document Control

The Trust's Data Protection Officer is the owner of this document and is responsible for ensuring that this procedure is reviewed in line with the review requirements of the GDPR.

A current version of this document is available on the Trust website and is published 25th February 2019.

This procedure was approved by the Chief Executive Officer (CEO) and is issued on a version-controlled basis under his signature.

Name	Signature	Date
Robert Bowater		25/2/19

Change History Record

Issue	Description of Change	Approval	Date of Issue
1	Initial issue	Richard Martin	24/5/18
2	HOW WE STORE YOUR DATA section: DELETE: RETENTION OF RECORDS SCHEDULE-GDPR_DOC_2.3A ADD: 2016_IRMS_Toolkit_for_Schools_v5_Master	Richard Martin	13/6/18
3	Review	Robert Bowater	25/2/19