Cheshire Academies Trust

*Inspiring hearts and minds*

# Privacy Notice for Recruitment

Policy Reviewed: Autumn 2024

Next Update: Autumn 2025

## 1. Privacy Notice (How we use your information)

As part of your application to join our Trust we will collect personal data from you. This notice sets out what data we gather, why we process that data, who we share it with and your rights relating to the data we hold about you.

### 1.1 *The categories of school workforce information that we collect, process, hold and share include:*

- Personal information (such as name and contact details)
- Qualification information (such as employment history, qualifications, job titles and salaries and memberships of professional bodies)
- Special categories of data (characteristics information such as gender, age, ethnic group)
- Information regarding your criminal record
- Details of your referees
- Whether you are related to another member of our workforce
- Details of support or assistance you may need during the interview process because of a disability

*Following the shortlisting process and prior to making a final decision*

- Information about your employment history (such as conduct, grievance or performance issues, appraisals and attendance information)
- Confirmation of qualifications (copies of certificates) *
- Disclosure and Barring Service (DBS) information (to enable a criminal record check to take place) *
- Nationality and immigration status (passport or other identification documents and immigration information) *
- Medical details (to indicate fitness to work)
- Teacher status (National College of Teaching and Learning status) *
- Equal opportunities monitoring data

You are required by law and in order to enter into a contract of employment with us to provide the details marked (*) to enable us to verify your right to work and suitability for the position. If you are unable to provide this information or it is not satisfactory then we will not be able to proceed with your employment.

If you are employed by us, you will be issued with a with a further privacy notice in relation to data we will continue to collect, process, hold and share about you during your employment.

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

We use school workforce data to:

- to assess your suitability for the role you are applying for

- to enable us to enter into a contract with you
- to check you are eligible to work in UK
- to ensure you are not prohibited from teaching
- to ensure we are fulfilling our obligations under the Equality Act 2010

1.3 ***How long will we hold information relating to your application?***

We will hold data relating to your application only for as long as necessary and for a maximum of six months for unsuccessful candidates. For successful candidates the length of time we will hold information depends on the type of information. Further details on this are detailed in our Retention Policy which can be accessed via your academy office.

## 2. Who we share this information with

We will not share information collected in the recruitment process with third parties other than professional advisors such as legal or HR support.

## 3. Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information in the first instance please contact the Principal of the academy to which you are applying to work. If you are applying to work for the Trust, please contact the Data Protection Officer.

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

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. Alternatively, you can contact the Information Commissioner's Office at https://ico.org.uk/concerns/

## 4. Further information

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

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