NEW BRIDGE
MULTI ACADEMY TRUST

Privacy Notice – Job Applicants

1. Introduction

New Bridge Multi Academy Trust ("the Trust") is committed to protecting the information it collects about job applicants**.** Under General Data Protection Regulation (GDPR), individuals have a right to be informed about how our Trust uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **individuals applying for jobs at all the schools within our Trust**. It is intended to provide the information about how we process job applicants' information across the Trust in a concise and easily understandable format.

By 'applicant' we mean all individuals that apply for roles at the Trust as an employee or worker.

New Bridge Multi Academy Trust, is the 'data controller' for the purposes of GDPR:

Address: Roman Road, Hollinwood Oldham OL8 3PH
Tel: 0161 883 2401
Email: info@newbridgegroup.org

Our data protection officer is Rita Righini, Operations Director (see 'Contact us' below)

2. Categories of Job Applicant Information:

The categories of job applicant information that we may collect, use, store and share (when appropriate) about applicants includes, but is not restricted to:

- Personal information including contact details, age, bank details, National Insurance number
- Evidence of Right to work in the UK
- References and pre-employment checks
- Evidence of qualifications
- Employment records, including previous work history, job titles, training records and professional memberships
- Records relating to the recruitment and selection process such as interview notes
- Disclosure Barring Service (DBS) enhanced checks to comply with our statutory requirement to ensure suitability for employment

We may also collect, use, store and share (when appropriate) information 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

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

3. Why we collect and use this data

We use the data listed above to:

a) Assess suitability for the role which the applicant has applied for

b) Enable us to establish relevant experience and qualifications

c) To comply with safer recruitment requirements as set out in Keeping Children Safe in Education, as part of our safeguarding obligations towards pupils

d) Enable equalities monitoring

e) To communicate with applicants about the receipt and progress of their application

f) Ensure that appropriate access arrangements can be provided for candidates that require them

3.1 Use of your personal data for marketing purposes

Your information is never collected or sold for direct marketing purposes.

3.2 Use of your personal data in automated decision making and profiling

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

4. The legal bases for processing personal information

Under the General Data Protection Regulation (GDPR), our lawful bases for processing applicants' personal data as listed in section 2 above are for the purposes of:

- entering into or performing obligations under your contract of employment
- our legal obligations under education and child welfare legislation, along with statutory guidance such as Keeping Children Safe in Education
- general legal obligations we must meet

In addition, concerning any special category or criminal offence data:

- where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards
- Under our obligations or rights in employment law to ensure that we establish and manage any reasonable adjustments required
- fraud prevention and protection of public funds
- Substantial public interest as defined in legislation
- In limited cases explicit consent

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 would go about withdrawing consent if you wish to do so.

5. Collecting Data

We collect personal information in the main through applicants completing various forms. The majority of the personal information provided to us is mandatory to enable us to undertake a full and proper recruitment process; some of it is requested on a voluntary basis. In order to comply with GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

We may also hold data about you from:

- Local authorities
- Government departments or agencies
- Police forces, courts, tribunals

6. How we store applicant information

We keep personal information about applicants during the recruitment process. We may also keep it beyond this if necessary.

If the applicant is successful in their application and are appointed, their records will be retained as part of their staff/personnel file. Further details on the staff Data Privacy Policy are available once appointed.

If the applicant is unsuccessful in their application, their records will be held for six months following the decision.

We have put in place appropriate security measures to prevent personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of all personal data securely when we no longer need it.

7. Who we share applicant information with

We do not share information about you with any third party without consent unless the law and our policies allow us to do so.

We routinely share some information with:

- The selection panel involved in shortlisting and the interview process
- Referees
- Disclosure and Barring Service, for successful applicants
- Relevant internal teams including: appointed data processers hosting our IT systems and payroll, for successful applicants

The legal basis for this is:

- To comply with legal obligations when undertaking a safer recruitment exercise as required by the statutory guidance Keeping Children Safe in Education 2016 (and any amendment hereafter)

- To assist us in the efficient operation of the Trust and the recruitment exercise

8. Your rights

8.1 How to access personal information that we hold about you

Under GDPR, applicants have a right to request access to information about them that we hold (Subject Access Request). To make a request for personal information please contact us (see 'Contact us' below).

8.2 Your other rights regarding your data

Under GDPR, applicants also have certain rights regarding how their personal data is used and kept safe. They 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
- a right to seek redress, either through the ICO, or through the courts

To exercise any of these rights, please contact us (see 'Contact us' and Section 9 below).

9. 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.

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

Report a concern online at https://ico.org.uk/make-a-complaint/

Call 0303 123 1113

Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

10. Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection lead** who has day-to-day responsibility for data protection issues in our Trust:

Mrs Rita Righini, Operations Director.

Tel: 0161 883 2401

Email: rrhigini@newbridgegroup.org