

# Privacy Notice (how we use recruitment information)



At Gosforth Federated Academies we collect information from people who apply for employment, or otherwise engaged to work at the Trust.

## **The categories of information from job applicants that we collect, hold and share include:**

- Personal information and contact details (such as name, title, address, date of birth, marital status, telephone numbers, email addresses, teacher number, national insurance number);
- Emergency contact information (such as names, relationship, phone numbers and email addresses);
- Special categories of data including characteristics information (such as gender, age, ethnic group, sexual orientation, information regarding criminal records, disability, religious or similar beliefs);
- Medical information (to assess fitness to work, such as medical conditions about which the Trust needs to be aware);
- Information collected during the recruitment process that we retain during your employment including proof of right to work in the UK, information entered on the application form, CV, qualifications (academic and professional, and, where relevant, subjects taught);
- Details of your employment history including job titles, salary and working hours;

We collect information before and after the shortlisting and interview stages of selection in order to make final recruitment decisions. We may also ask about details of any conduct, grievance or performance issues, appraisals, time and attendance from references provided by you.

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

We use data and information in the processes of workforce recruitment:

- to assess your suitability for the role you are applying, including suitability to work with children and young people in 'regulated activity';
- to take steps to enter into a contract with you;
- to check that you are eligible to work in the United Kingdom or that you are not prohibited from teaching; and
- so that we are able to monitor applications for posts in the Trust to ensure that we are fulfilling our obligations under the public sector equality duty under the Equality Act 2010.

Generally the purpose of us collecting your data is to enable us to facilitate safe recruitment and determine suitability for the role. We also collect data in order to carry out equal opportunities monitoring and to ensure appropriate access arrangements are put in place if required.

If you fail to provide certain information when requested, we may not be able to take the steps to enter into a contract with you, or we may be prevented from complying with our legal obligations.

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose.

### **The lawful basis on which we use this information**

We collect and use recruitment information under the General Data Protection Regulation (GDPR). Under this European rule we collect and use the information we gather to allow the Trust to complete its public task in providing education to pupils under Article 6 of the GDPR. The processing is necessary for the Trust to perform its functions to pupils and parents.

There will also be occasions when we need to collect sensitive information, for example, such as ethnicity, and medical conditions. The processing of this information is necessary to allow the Trust to carry out its obligations under Article 9 (2) of the GDPR. This primarily includes the following GDPR conditions for processing special category data that is:

*...necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment...;*

*...is necessary for reasons of substantial public interest, on the basis of Union or Member State law...;*

*...necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services...;*

### **Collecting school workforce information**

We collect recruitment information from you, your referees, your education provider, relevant professional bodies, the Home Office, and from the Disclosure and Barring Service.

Whilst the majority of information you provide us is mandatory, some of it may be provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain recruitment information to us or if you have a choice.

### **Storing school workforce data**

We do not hold recruitment data for longer than is necessary. The Trust has a Records Retention and Management Policy that identifies retention periods for keeping different types

of workforce information and how it is disposed of at the end of the administrative life of the record.

### **Why we share recruitment information**

We do not share information about job applicants with anyone without consent, unless the law and our policies allow us to do so.

### **Who we share recruitment information with**

We routinely share recruitment information with:

- our local authorities, to administer payroll should your application be successful and to undertake occupational health checks;
- other local authorities to meet legal obligations for sharing data with it;
- other employers, schools and academies, to obtain employment references;
- academic or regulatory bodies, to validate qualifications and experience;
- legal and HR advisors, should guidance be required on a job offer to secure an appointment;
- the Disclosure and Barring Service;
- recruitment and supply agencies.

### **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 please submit your written request to the Data Protection Officer at [dataservices@judicium.com](mailto:dataservices@judicium.com).

Alternatively please write to the Data Protection Officer, Judicium Consulting Limited, 72 Cannon Street, London, EC4N 6AE.

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 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/>

### **Further information**

If you would like to discuss anything in this privacy notice, please also contact the Data Protection Officer at the addresses above.