

## **Privacy Notice. How we use job applicants' information.**

**Bright Futures Educational Trust ("the Trust") is committed to protecting the information it collects about job applicants. Each academy within the Trust will respect and comply with data protection laws from time to time in force, in particular, the Data Protection Act 2018. We are registered with the Information Commissioner as a controller of personal data with reg. no. ZA023935.**

**This Privacy Notice is intended to provide the information about how we process job applicants' information across the Trust in a concise, easily understandable format. By 'applicant' we mean all individuals that apply for roles at the trust as an employee or worker.**

### **The categories of job applicant information that we process include:**

- personal information (such as name, contact details and residential address)
- characteristics information (such as gender, age, ethnic group)
- qualifications (and, where relevant, subjects taught)
- previous work history (dates, roles, reason for leaving)
- Pre-employment checks (references)
- Disclosure Barring Service (DBS) enhanced checks to comply with our statutory requirement to ensure suitability for employment
- Right to work in the UK evidence
- Records relating to the recruitment and selection process such as interview notes

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

We use applicant data to:

- a) Assess suitability for the role which the applicant has applied for
- b) To comply with safer recruitment requirements as set out in Keeping Children Safe in Education
- c) To communicate with applicants about the receipt and progress of their application

### **Under the General Data Protection Regulation (GDPR), the legal bases we rely on for processing personal information for general purposes are:**

- Taking steps to enter into a contract at an individual's request
- Our legal obligations under education and child welfare law, along with statutory guidance such as Keeping Children Safe in Education and Working Together to Safeguard Children.

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

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- Under our obligations or rights in employment law to ensure that we establish and manage any reasonable adjustments required
- Substantial public interest
- In limited cases explicit consent

### **Collecting applicant information**

We collect personal information in the main through applicants completing various forms.

The majority of the personal information you provide 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.

### **Storing applicant information**

We hold your data securely for a set amount of time.

In summary if you are unsuccessful in your application, your records will be held for six months following the decision. At the end of this period they will be securely destroyed.

If you are successful in your application and are appointed, your records will be retained as part of your staff/personnel file. Further details on the staff Data Privacy Policy are available once appointed. A summary is held on our website in the form of a Staff Privacy Statement.

### **Who we share applicant information with**

We routinely share some information with:

- The selection panel involved in shortlisting and the selection to post.
- Referees
- Disclosure and Barring Service, for successful applicants
- Our appointed data processors that host our IT systems such as payroll, for successful applicants

### **Why we share applicant information**

We do not share information about applicants unless the law and our policies allow us to do so.

- 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

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### 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, contact [dataprotection@bfet.uk](mailto:dataprotection@bfet.uk).

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
- a right to seek redress, either through the ICO, or through the courts

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/>

### Contact

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

Name the data protection co-ordinator for the academy

Or

The Trust's Data Protection Officer: [dataprotection@bfet.uk](mailto:dataprotection@bfet.uk)