

VILLIERS PARK EDUCATIONAL TRUST

JOB APPLICANT PRIVACY NOTICE

As part of our recruitment processes, Villiers Park Educational Trust collects and processes personal data relating to job applicants. This privacy notice explains how we use and protect your data. Villiers Park Educational Trust promises to safely process and store your personal data. We strive to ensure that our paperwork and forms are clear about how we will use the data we collect.

The section on 'how we use your personal information' will explain how we use data about you. As per the section on 'what we collect', you may withdraw your consent for us to process your information at any time.

What this policy is about

This privacy notice explains how Villiers Park Educational Trust (we) processes your personal information ('data'). In this notice, "processes" means collects, stores, shares and otherwise uses for lawful purposes. "We" and "our" means Villiers Park Educational Trust and it covers all the instances where we might process personal information of candidates that apply for a job at Villiers Park Educational Trust. This policy was updated in May 2018 to reflect the new data protection legislation called the General Data Protection Regulation (GDPR).

If you have any questions about this privacy notice or how we use your personal information, please contact us using the contact details given below.

Organisations are permitted to process data if they have a legal basis in doing so. We process data when:

- We have express and informed consent given by the person whose data is being processed; and/or
- We have a legitimate interest in processing the data; and/or
- It is necessary in relation to a contract or agreement which the person has entered into or because the person has asked for something to be done so they can enter into a contract or agreement; and/or
- There is a legal obligation on Villiers Park Educational Trust to process data.

Where Villiers Park Educational Trust is relying solely on consent as the basis for processing data, we are required to obtain your expressed consent and you can modify or withdraw this consent at any time by notifying us in writing, although this may affect the extent to which we are able to interact with you in future.

Villiers Park Educational Trust may change this privacy notice from time to time and any such changes will be published on the vacancies page on our website. Notwithstanding any change to this notice, we will continue to process your personal data in accordance with your rights and our obligations in law.

Your personal information: what we collect

The information we collect about you may include (but isn't limited to):

- your name, address and contact details, including email address and telephone number;
- details of your education, qualifications, skills, experience and employment history;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK;
- referee contact details;
- a declaration of past convictions;
- interview notes and assessment summaries.

This information may be collected in a variety of ways. For example, data might be contained in application forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

How we use your personal information

We use your personal information for the following purposes:

- to take steps at your request prior to entering into a contract with you and in order to enter into a contract with you;
- to ensure that we are complying with our legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts;
- for keeping records of the recruitment process. This allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job;
- to be able to respond to and defend against any legal claims;
- to make reasonable adjustments for candidates who have a disability. This is to carry out our obligations and exercise specific rights in relation to employment;
- to seek information about criminal convictions and offences. Again, this is necessary for us to carry out our obligations and exercise specific rights in relation to employment;
- in case there are future employment opportunities for which you may be suited. (We will ask for your consent before we keep your data for this purpose and you are free to withdraw your consent at any time).

We will not use your data for any purpose other than the recruitment exercise for which you have applied.

If you send us a CV speculatively, we will either delete it and notify you of this, or ask for your written consent to retain your CV for up to six months, in case of future employment opportunities for which you may be suited.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Automated decision-making

Our recruitment processes are not based solely on automated decision-making.

Who we share your personal information with

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR team, interviewers involved in the recruitment process, managers in the department that have a vacancy and our IT contractor if access to the data is necessary for the performance of their work for us.

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with your nominated referees to obtain references for you and the Disclosure and Barring Service to obtain necessary criminal records checks.

The organisation will not transfer your data outside the European Economic Area.

How long we keep your personal information

If your application for employment is unsuccessful, we will hold your data on file for up to six months after the end of the relevant recruitment process. At the end of that period, your data will be deleted or destroyed. You, as the data subject, may request deletion of your data at any time in writing, subject to any overriding legal obligation that we may have for its retention.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice (our Employee Privacy Notice).

How we protect your personal information

We maintain the highest standards of data privacy and security to protect your personal details and other information about you. We regularly review our processes and procedures to protect your information from unauthorised access and use, accidental loss and/or destruction.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require us to change incorrect or incomplete data;
- require us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where we are relying on legitimate interests as the legal grounds for processing.

If you would like to exercise any of these rights, please contact our Data Controller – Christine Hall (contact details below).

You are under no statutory or contractual obligation to provide data to us during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

You also have the right to raise any issues of concern about us regarding data protection and our processing of your information to the data protection regulator, The Information Commissioner's Office (ICO). Here is a helpful link to their website.

<https://ico.org.uk/concerns/>

How to contact us about your personal data

Please contact our Data Controller: Christine Hall, Finance Director, on dataprotection@villierspark.org.uk or by calling us on 01223 872601