

## **Job Applicant Privacy Notice**

Woodhouse Academy is the Data Controller for the use of personal data in this privacy policy

### **What information does the Academy collect and how?**

- personal information (such as name, employee or teacher number, national insurance number, bank account details, emergency contact details, qualifications)
- special categories of data including characteristics information such as gender, age, ethnic group
- contract information (such as start dates, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- medical information
- safeguarding information
- right to work documents

We may collect this information in a variety of ways. For example, data might be contained in application forms or CVs (including when these are sent to us as part of speculative applications or queries), obtained from your passport or other identity documents, or collected through interviews or other methods of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers. Data will be stored in a range of different places, including on your application record, in our HR management systems and our email system.

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

Woodhouse Academy collects and processes your data for a number of purposes and where we have a legal basis to do so, as follows.

Woodhouse Academy has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims. In some cases, we need to process data 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.

Woodhouse Academy may process information about whether or not applicants are disabled so we can make reasonable adjustments for candidates who have a disability. Where we process other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes. Our processing of these types of data will be carried out to ensure you or us can meet our obligations or exercise our rights under law related to employment or (only where applicable) to enable us to establish, exercise or defend legal claims.

We will not use your data for any purpose other than the recruitment process of which you are a part.

### **Who we share this information with**

Your information may be shared internally within the Academy for the purposes of the recruitment process. This includes members of the HR team, interviewers involved in the recruitment process, and managers in the department with a vacancy. We will then share your data with former employers in order to obtain references.

We will not share your data with third parties, unless your application for employment is successful and an offer of employment is made.

### **How does Woodhouse Academy protect data?**

Woodhouse Academy takes the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our personnel in the proper performance of their duties.

### **For how long does Woodhouse Academy keep data?**

If your application for employment is unsuccessful (including when you have speculatively applied to us in respect of a role which is not available), we will hold your data on file for 6 months. At the end of that period, your data is deleted or destroyed (unless we need to retain it for longer to exercise or defend any legal claims).

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 employee data is held will be provided to you in a separate privacy notice.

### **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 email: [SAR@woodhouseacademy.staffs.sch.uk](mailto:SAR@woodhouseacademy.staffs.sch.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
- 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. If you are not satisfied with the way your concern has been dealt with by us, 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 contact the Data Protection Officer Mrs A Clack on: 01782 973600 or email [finance@woodhouseacademy.staffs.sch.uk](mailto:finance@woodhouseacademy.staffs.sch.uk)