



PRIVACY NOTICE

FOR JOB APPLICANTS

We may need to update this privacy notice periodically.
This version was updated in June 2019.

Privacy notice for Job Applicants

This privacy notice is about how we collect, store and use personal information (or personal data) about individuals applying for jobs within our Academy Trust.

Peterborough Diocese Education Trust (PDET) is the Data Controller. The postal address of the Academy Trust is Unit 2 Bouverie Court, 6 The Lakes, Bedford Road, Northampton NN4 7YD. Our Data Protection Officer is Angela Corbyn (you can contact her on 07523 512957, email: dpo.pdet@peterborough-diocese.org.uk or write to her at the PDET address).

Successful candidates should refer to our privacy notice for staff about information on how their personal data is collected, stored and used. This is available at <https://www.pdet.org.uk/Policies/>

In this privacy notice 'we' and 'us' means the Academy Trust.

The categories of job applicant information that we process

Personal data that we may collect, use, store and share (where appropriate) about you includes, but is not restricted to:

- personal identifiers and contact details (such as name, NI number, and address)
- right to work documentation
- references
- qualifications and education history
- employment records (work history, job titles, training records, professional memberships, salary)
- date of birth
- race, ethnicity, religious beliefs, sexual orientation (sensitive data)
- disability and access requirements (sensitive data)
- criminal convictions (sensitive data)

Why we collect and use job applicant information

We use this personal data to:

- enable us to establish relevant experience and qualifications
- facilitate safe recruitment, as part of our safeguarding obligations
- monitor equalities
- ensure appropriate access arrangements can be provided for candidates that require them.

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where:

- we need to comply with a legal obligation
- we need to carry out a task in the public interest
- you have given us consent to use it in a certain way

- we need to protect your vital interests (or someone else's interests)

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 go about withdrawing consent if you wish to do so.

How we collect job applicant information

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us. Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

How long we keep job applicant information

We only keep your information for as long as we need to or for as long as the law requires us to in line with our Records Retention Policy which you can find at www.pdet.org.uk/policies.

When we may share job applicant information with others

Where it is legally required, or necessary (and it complies with data protection law) we may share your personal data with:

- An 'independent' interview panel member who is not directly employed by the Academy Trust
- Referees named on your application form

We do not normally transfer your information to a different country which is outside the European Economic Area. This would only happen if one of your referees lives abroad. If this happens we will do so in accordance with data protection law.

You have these rights:

The GDPR provides certain rights for individuals. These include the right of access, rectification, erasure, to restrict processing, data portability and to object. There is more information in our Data Protection and FOI Policy. The policy can be found on our website - www.pdet.org.uk/policies

You can complain to our DPO about what we do with your personal information. If you are not happy with our answer to your complaint then you can complain to the Information Commissioner's Office: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Tel: 0303 123 1113.