



## **PRIVACY NOTICE**

### **JOB APPLICANT**

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<b>Prepared by</b>	<b>Central Team/DPO</b>
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## **PRIVACY NOTICE FOR JOB APPLICANT**

### **HOW WE USE YOUR PERSONAL DATA**

Under the data protection law, individuals have a right to be information about how the Trust uses any personal data we hold about them. We comply with this right by providing 'privacy notices; (sometimes called 'fair processing notices') to individuals where we are processing their personal data

This privacy notice explains how we collect, store, and use personal data about individuals applying for jobs at The Rose Learning Trust

We, the Rose Learning Trust, are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is Deborah Temperton (see 'Contact us' below)

Successful candidates should refer to our privacy notice for the Trust workforce for information about how their personal data is collected, stored, and used. This can be accessed via individual schools or by contacting the DPO

### **The personal data we hold**

We process data relating to those applying to work within or Trust. Personal data that we may collect, use, store, and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Copies of right to work documentation
- References
- Evidence of qualifications
- Employment records, including work history, job files, training records and professional memberships

We may also collect, store and use information about you that falls into 'special categories' of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements

### **Why we use this data**

The purpose of processing this data is to aid the recruitment process by:

- Enabling us to establish relevant experience and qualifications
- Facilitating safe recruitment, as part of our safeguarding obligations towards pupils
- Enabling equalities monitoring
- Ensuring that appropriate access arrangements can be provided for candidates that require them

## **Our lawful basis for using this data**

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
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or some else's interest)

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.

Some of the reasons listed above collecting and using personal information about you overlap, and there may be several grounds which justify the Trust's use of your personal data.

## **Collecting this 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 see 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 we store this data**

Personal data we collect as part of the job application process is stored in line with our Records Management Policy

When it is no longer required, we will delete your information in accordance with our Records Management Policy.

If you wish to request a copy of this policy, please email: [DPO@roselearning.co.uk](mailto:DPO@roselearning.co.uk)

## **Data Sharing**

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law), we may share person information about you with:

- Our local authority – to meet our legal obligations of conducting safeguarding checks on job applicants

- Professional advisers and consults – to enable them to provide the service we have contracted them for, such as HT and recruitment support
- Employment and recruitment agencies – in order to assist them in fulfilling their contract with ourselves

### **Transferring data internationally**

Where we transfer data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law

### **Your rights**

How to access the personal information we hold about you

Individuals have a right to make a 'subject access request' to gain access to personal information that the Trust holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer.

### **Your other rights regarding your data**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or Distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection Regulations

To exercise any of these rights, please contact our data protection officer.

## Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading, or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern on line at <https://ico.org.uk/make-a-complaint/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## Contact Us

If you have any question, concerns, or would like more information about anything mentioned in this privacy notice please contact our Data Protection Officer:

- Deborah Temperton – [DPO@roselearning.co.uk](mailto:DPO@roselearning.co.uk)