

PRIVACY NOTICE



Recruitment

This Privacy Notice outlines Teesside Learning Trusts interpretation of the legal framework set out in the General Data Protection Regulation (GDPR) 2016/679 and their responsibility to advise on data collection in relation to recruitment.

You have a legal right to be informed about how Teesside Learning Trust uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

This privacy notice explains how we collect, store and use personal data about **you** in our Multi Academy Trust. The following Academies are members of the Trust:

- Badger Hill Primary Academy
- Freebrough Secondary Academy
- Thornaby Secondary Academy
- Whitecliffe Primary Academy

All establishments in the Trust adhere to this document.

We, Teesside Learning Trust and the listed Academies, are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is Beverley Smith (see 'Contact us' below).

Teesside Learning Trust (TLT) collects information or data about you when you apply for a vacancy.

What information do we collect?

We ask you to complete an employment application which includes your personal details, this helps us to process your application and correspond with you about the vacancy you have applied for.

When you complete an employment application we collect information including:

- Personal details such as your name, address, contact details, employment history, details of your education and qualifications, and any other information you choose to submit as part of a personal statement.
- Whether or not you have any criminal convictions or professional sanctions
- Whether you have a disability for which we may need to make a reasonable adjustment during the recruitment process
- Optionally, information about your personal background, including age, gender, ethnic origin, sexual orientation, and religion



We use this data to:

- Process applications for an employment vacancy and facilitate the recruitment process, including carrying out pre-employment checks
- Monitor the equality and diversity of our recruitment practices
- Help us to provide you with support, diagnose problems with the website, and maintain its security
- For those candidates who are offered employment, data from their application will form the basis of their employment records

We collect this information because we have a legitimate business reason to do so. Processing this information is necessary to process your application(s) for employment and monitor and improve our recruitment practices.

The information we collect to monitor equality and diversity is additionally collected with your consent, providing this information is completely optional and is held anonymously within the Trust once processed.

If you contact us

If you contact us, we will record your contact details and any information you provide that is relevant to your enquiry. We collect this information because we have a legitimate interest in doing so in order to respond to your query.

Will we use your information to contact you?

We may contact you:

- To provide you with information about the recruitment process
- To respond to a question about the vacancy
- To inform you whether you have been successful or unsuccessful in your application
- To make arrangements for you to participate in the interview process

Why do we collect sensitive data?

Some of the information we ask for in an application for employment is particularly sensitive (“special category data”). We process this data under the following conditions:

- If you provide information about your health when we ask whether you have a disability for which we may need to make a reasonable adjustment, we process this information on the basis of fulfilling our legal obligations as an employer under the Equality Act 2010.
- If you choose to provide information on the diversity monitoring section of an application form, we process this data on the basis of it being in the public interest to monitor the equality of opportunities under our Public Sector Equality Duty and Gender Pay Gap Reporting.

Where do we store data?

Paper and electronic copies of recruitment information are stored securely by the central HR team for TLT at the head office address.

How long is data held?

We remove employment application data from our systems seven months after the recruitment campaign ends.

Some information, such as equality and diversity data, is anonymised or pseudonymised and retained to monitor trends in our recruitment over time.

Analytics and cookies

When you visit our website, we collect some information about how you use the website, through methods including page-tagging and the use of cookies. We use this to compile statistical information to help evaluate and improve the website and our recruitment practices, and to help diagnose problems with the site and maintain its security.

Disclosure of information to 3rd parties

We will pass on your information to other organisations if we have a legal obligation to do so.

We may share your information as part of the recruitment process, for the purpose of conducting pre-employment checks. For example, we may verify information you provide on an employment application by seeking references or obtaining DBS certificates

We will not share your information with any other organisations for marketing or other commercial purposes.

Your rights

How to access personal information we hold about you

You can find out if we hold any personal information about you, and how we use it, by making a **'subject access request'**, as long as we judge that you can properly understand your rights and what they mean.

If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information

When we process information about you, we do so with respect for your rights under data protection legislation.

- Right of access. You have the right to access the data we hold about you
- Right to rectification. You have the right to request we update inaccurate data about you
- Right to object. In certain circumstances you may object to our processing your data
- Right to erasure. In certain situations you have the right to request we erase personal data we hold about you
- Right to restrict processing. In certain circumstances you have the right to request we restrict the processing of personal data we hold about you.

Your other rights over your data

You have other rights over how your personal data is used and kept safe, including the right to:

- Say that you don't want it to be used if this would cause, or is causing, harm or distress

- Stop it being used to send you marketing materials
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- Claim compensation if the data protection rules are broken and this harms you in some way

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **Data Protection Officer (DPO)** Beverley Smith at: Enterprise Centre, Freebrough Academy, Linden Road, Brotton. TS12 2SJ bevsmith@tltrust.org Tel: 01287 676305 ext: 109.

Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our Data Protection Officer (DPO). Details above.

If you are not satisfied you can also complain to the Information Commissioner's Office (ICO) in one of the following ways overleaf:

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

Reviewed:
October 2018
Data Manager

This notice is based on resources available through The Key and the [Department for Education's model privacy notice](#) for pupils, amended for parents and to reflect the way we use data in the Trust.