

Recruitment Privacy Notice

The purpose of this Privacy Notice is to inform prospective employees of Elevate Multi Academy Trust (Elevate) about what we do with your personal information.

Who are we?

Elevate is a 'Data Controller' as defined by Article 4 (7) of GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways that are compliant with data protection legislation.

Data Protection Officer (DPO): The role of the DPO is to ensure that the academy is compliant with GDPR and to oversee data protection procedures.

The DPO is Dianne Mousley

Contact:

Keeble Gateway Academy

Inspiration Way

Thirsk











YO7 1TS

d.mousley@elevatemat.org

What information do we collect and why do we require it?




As part of your job application Elevate will need to assess your suitability for the vacancy. This means that we need to collect information about you in order to facilitate this.

This information includes, but is not necessarily limited to:

-  Your name(s), title, contact details, address, and National Insurance Numbers
-  ID Documents
-  Eligibility to Work
-  Previous employment history
-  Education and Professional Qualifications
-  Membership of professional or government bodies
-  Referee Details
-  Equalities information (so that we can monitor workplace equality)
-  Any information provided by your nominated referees (which includes any relevant disciplinary actions and/or sickness information)
-  Any other relevant information you wish to provide to us





How do we obtain your information?

We will obtain much of the information we process directly from your application form. However, we may need to collect data about you from, but not necessarily limited to, the following organisations:

-  Your nominated referees
-  The Disclosure and Barring Service
-  The Local Authority

With whom do we share your personal data?

Generally, we will keep your personal data within Elevate, but in some instances may be required to disclose your personal data to:-

-  Third party assessment providers (in order to facilitate your suitability for a role)
-  The Diocese (who may assist the academy with the recruitment process)
-  Our governing body
-  Our trustees

Sometimes we will submit your application to an assessment panel. These panels could include individuals from other organisations. We will tell you if this is the case.

How long do we keep your personal data for?

| <u>Data held</u> | <u>Retention period</u> |
|---|--|
| If your job application is successful | Your information will be kept on your personnel file and kept in accordance with other HR retention period |
| If your job application is unsuccessful | Your information will be kept for 6 months |


What is our lawful basis for processing your personal data?

Elevate is required to process your personal data and your special category data for the performance of your employment contract or to take necessary steps to enter in to an employment contract.

Elevate is also legally required to collect some information as defined by employment law (i.e. equalities and diversity).

What rights do you have over your data?

Under GDPR you have the following rights in relation to the processing of your personal data:

-  To be informed about how we process your personal data. This notice fulfils this obligation

- ✿ To request access to your personal data that we hold, and be provided with a copy of it
- ✿ To request that your personal data is amended if inaccurate or incomplete
- ✿ To request that your personal data is erased where there is no compelling reason for its continued processing
- ✿ To request that the processing of your personal data is restricted
- ✿ To object to your personal data being processed

You can exercise any of these rights by contacting the Headteacher at the individual Elevate academy.

If you have any concerns about the way in which we handle personal data or would like any further information, then please contact our DPO on the address provided above.

If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the school has handled your personal data. You can do so by contacting:

First Contact Team

Information Commissioner's Office

Wycliffe House

Water Lane Wilmslow Cheshire

SK9 5AF

casework@ico.gsi.gov.uk // 03031 231113

