

## **Privacy Notice for Job Applicants**

Under data protection law, individuals have a right to be informed about how the academy uses any personal data that 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 job applicants to the academy in line with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

We, Carlton Bolling Academy, are the 'data controller' for the purposes of data protection law. This means that we are responsible for deciding how we hold and use personal information about you.

Our Data Protection Officer (DPO) is Mr D Harvey-Hill and can be contacted in writing:

Mr D Harvey-Hill  
University Academy  
Green Head Road  
Utley  
Keighley  
BD20 6EB

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

We process data relating to those applying to work at our school. 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 titles, 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 students
- ✓ 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 when:

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

## **Collecting this information**

Whilst 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 (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 is stored in line with academy policies. When it is no longer required we will delete your information in line with legislation. Please contact the Data Protection Officer for more information, as above.

## **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 personal information about you with:

- ✓ Local authority, to meet our legal duties to share certain information with it, such as safeguarding concerns
- ✓ Suppliers and service providers, to enable them to provide the service we have contracted them for, such as HR and recruitment support
- ✓ Professional advisers and consultants, to comply with entitlements and assist with claims
- ✓ Employment and recruitment agencies, in the performance of contracts with them

## **Transferring data internationally**

Where we transfer personal 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 academy 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, as above.

## **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 regarding our collection and use of personal data 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 by writing to our Data Protection Officer, as above.

- ✓ Alternatively, you can make a complaint to the Information Commissioner's Office:
- ✓ Report a concern online at [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns)
- ✓ Call: 0303 123 1113
- ✓ In writing to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF