



### Data Protection - Privacy Notice (Job Applicants)

Under data protection law, individuals have a right to be informed about how the Trust uses any personal data that we hold about you. We are providing this privacy notice to individuals processing their personal data.

This privacy notice explains how we collect, store and use personal data about [applying for jobs at](#)

We, Wade Deacon Trust (C/O Wade Deacon High School, Richfield Road, Widnes, WA8 7TD) are the 'data controller' for the purposes of data protection law.

Successful candidates should refer to our privacy notice for staff for information about how their personal data is collected, stored and used.

### The personal data we hold

We generally do not collect anything about you which is not relevant to the recruitment process. We do not share (with whom are not) about you including but not limited to:

- Contact details
- CVs and other work documentation
- References
- Evidence of qualifications
- Employment records, including work history, job titles, training records and professional memberships
- Teacher status (e.g. QTS/EYTS status, Induction status, ITT result) and decisions in relation to teaching in England from decisions with a restriction on employment in the UK (EEA member states)
- Photographs
- CCTV images captured in school
- Evidence of any concerns in the public domain regarding suitability to work with children

We may also collect certain information about you which is not strictly necessary for the recruitment process, such as your personal data. This includes information about (where applicable):

- Disability and access requirements

### Why we use this data

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

- Enabling us to establish relevant experience and qualifications
- Enabling us to communicate with you regarding your application
- Facilitating safe recruitment, as part of our safeguarding obligations towards pupils
- Equality monitoring

Family or household information that is necessary to contact candidates that require them

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

We only collect and use personal information about you where 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
- It is in our interests or someone else's interests. We need to protect our

When you have provided us with consent to process 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.

### **Can I stop 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 seek to collect information from you, we make it clear whether you must provide this information

Time taken to do this is part of the school's information processing. If you do not provide this information we will carry out our core duties. It is part of our due diligence on school staff.

### **How we store this data**

Personal data we collect as part of the job application process is stored in line with our data protection policy. If you would like a copy of the record retention policy,

### **Data sharing**

Where it is legally required, or necessary (credit agencies with data protection law), we may share your personal information about you with:

- Our group, our subsidiaries and our agents

## Transferring data internationally

accordance with data protection law.

## Your rights

Individuals have a right to make a 'subject access request' to gain access to personal information that the school 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

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

Give you a copy of the information in an intelligible form.

in certain circumstances:

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

## **Responsible**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

Nick Holden

NexusProtect Ltd

Telephone: 08454 631072

Email: [governance@nexus-global.co.uk](mailto:governance@nexus-global.co.uk)