

## **Privacy notice (how we use applicant information)**

### **Who we are**

Abbey College is the employer for all staff within the College. For the purposes of Data Protection legislation, the College is classed as a 'Data Controller' under the UK General Data Protection Regulation (UKGDPR). The Trust is registered with the Information Commissioner's Office and follows the principles of the UKGDPR.

In this policy 'we' and 'us' means Abbey College.

We take the privacy of our staff seriously and this notice outlines what sort of personal data we collect, why we do this, how long we store it and who we share it with. Access to personal data is only available to those who need it for a specific purpose.

### **How we use your information as an applicant**

We will process the data you have provided to use during the application process for recruitment purposes only.

### **The categories of information that we collect, hold and share include:**

The categories of applicant information that we collect, process, hold and share include, but is not limited to, the following:

- personal information (such as name, gender, date of birth, addresses, contact numbers, email address, teacher number and national insurance number)
- qualifications (and, where relevant, subjects taught)
- recruitment information (such as copies of right to work documentation, references and application forms)
- image information (such as photographs and CCTV footage)

We may also collect, store and use information about you that falls into "special categories" as defined under UKGDPR. This is a sub-category of personal data that requires heightened protection measures due to its sensitive and personal nature. This includes the following (where applicable):

- personal data revealing racial or ethnic origin
- personal data revealing political opinions
- personal data revealing religious or philosophical beliefs
- personal data revealing trade union membership
- genetic data
- biometric data (where used for identification purposes)
- data concerning health (including but not limited to medical conditions, medication, special needs, disabilities, allergies, dietary conditions)
- data concerning a person's sex life

- data concerning a person's sexual orientation

During the recruitment process we may receive information about you from a previous employer or an educational establishment which you have previously attended. You will know about this because you will have supplied us with the relevant contact details.

### **Why we collect and use applicant information**

We collect applicants' data to:

- make a decision about appointments,
- inform the development of recruitment and retention policies
- improve the management of workforce data across the sector
- enable monitoring of success rates among those with protected characteristics to ensure they do not face discrimination. This includes gender, ethnicity and disability monitoring
- facilitate safer recruitment, as part of our safeguarding obligations towards pupils. including DBS checks
- ensure the safety and welfare of our applicants
- to meet statutory reporting obligations

### **Legal Basis for collecting and processing applicant information**

Under the UK General Data Protection Regulation (UKGDPR), the legal basis we rely on for processing personal information for general purposes are:

- Article 6 – 1 (b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
- Article 6 – 1 (c) processing is necessary for the performance of a legal obligation to which the Academy Trust is subject, for example our legal duty to safeguard pupils
- Article 6 – 1 (d) processing is necessary to protect the vital interests of others, i.e. to protect pupils from harm;
- Article 6 – 1 (e) processing is necessary for the performance of our education function which is a function in the public interest;
- Article 9 – 2 (a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes
- Article 9 – 2 (b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject;

## **Collecting Applicant information**

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it, and whether there is a legal requirement on the College to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

## **How long applicant information will be kept for**

Once the recruitment process has been completed, we will store and dispose of your data as outlined in our Data Protection Policy which is available on our website – <https://www.abbeycollege.cambs.sch.uk/about-us/statutory-information>

If you are the successful candidate, following the recruitment process, we will process your personal details on our HR system to create log in details to our onboarding portal. During onboarding you will be provided with all of the information about how we will process your data as a member of staff. If you would like this information before this time, please ask the contact you have been given during the recruitment process.

## **Who we share applicant information with**

In order to protect the welfare of applicants, pupil and staff, we may share applicant information with:

- Recruitment agencies (applicant tracking system)
- UCAS, HEIs and SCITT partners
- Health authorities
- Security organisations
- Law enforcement agencies and bodies (including Courts and Tribunals); and
- Next of kin
- OFSTED, DfE and external auditors on request

We do not share information about our applicants with anyone without consent unless the law and our policies allow us to do so.

## **Requesting access to your personal data**

Under data protection legislation, you have the right to request access to information that we hold about you. To make a request for your personal information, please contact the Data Protection Officer at Abbey College, by email [dpo@cmatrust.net](mailto:dpo@cmatrust.net) or write to Data Protection Officer, Meridian Trust, Meridian Trust Offices, Fen Lane, Sawtry, PE28 5TQ. We will need to see proof of identity to ensure we are not releasing data to the wrong person. There may be a small administration fee for this service – if so, we will make this clear.

You also have the right to:

- ask us to correct any information we have about you if you think it is wrong
- ask us to erase information about you (although we may have good reasons why we cannot do this)
- ask us to limit what we are doing with your information
- object to what we are doing with your information
- ask us to transfer your information to another organisation in a format that makes it easy for them to use

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance by contacting the DPO via the details above. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

More information about your rights is available in our data protection policy which is available from our website – <https://www.abbeycollege.cambs.sch.uk/about-us/statutory-information>

A paper copy can also be requested from the HR representative you are dealing with.

### **Automated Decision-Making Processes**

We do not employ any automated decision-making processes within our school. If we did, you would have the right to:

- Give written notice requiring us to not take any automated decision using your personal data
- Be informed of when an automated decision is taken
- Ask us to reconsider a decision taken by automated means

If, in the future, we move to using automated decision-making processes, we will notify you of this and of your rights under the regulations.

If at any time you are not happy with how we are processing your personal information, then you may raise the issue with the Data Protection Officer via the contact details above and if you are not happy with the outcome you may raise a complaint with the Information Commissioner's Office:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113 (local rate)

## **Contact**

There is more information in our Data Protection Policy which can be downloaded from our website – <https://www.abbeycollege.cambs.sch.uk/about-us/statutory-information>

If you would like to discuss anything in this privacy notice, please contact:

Data Protection Officer at Meridian Trust, by email [dpo@cmatrust.net](mailto:dpo@cmatrust.net) or write to Data Protection Officer, Meridian Trust, Meridian Trust Offices, Fen Lane, Sawtry, PE28 5TQ.

## **Last updated**

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time.

This version was last updated March 2022.