

Privacy notice (how we use applicant information)

Who we are

Abbey College is the employer and for the purposes of Data Protection legislation, is the Data Controller. This means it is in charge of personal data about applicants.

The postal address of Abbey College is:

Abbey College
Abbey Road
Ramsey
Huntingdon
Cams, PE26 1DG

The Data Protection Officer for Abbey College can be contacted at dpo@cmatrust.net
In this policy 'we' and 'us' means Abbey College.

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.

This personal data includes identifiers such as names and national insurance numbers, previous employment information and qualifications. It will also include sensitive personal data such as ethnic group, and safeguarding information.

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.

Collecting and using your information in this way is lawful because:

- The processing is necessary for the performance of your employment contract
- The processing is necessary for the performance of a legal obligation to which Abbey College is subject, for example our legal duty to safeguard pupils
- The processing is necessary to protect the vital interests of others, i.e. to protect pupils from harm
- The processing is necessary for the performance of our education function which is a function in the public interest.

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 school / academy trust 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.

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 and is currently under review – www.abbeycollege.cambs.sch.uk

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 School systems. During this time please contact HR if you would like further information on how we process your details.

If you are unsuccessful we will keep your details for 6 months after that time they will be destroyed. If you would like this information before applying, please ask the contact you have been given during the recruitment process.