

## **Privacy Notice**

### **Barnet Special Education Trust**

#### **Privacy notice for employment or volunteering candidates**

Under data protection law, individuals have a right to be informed about how schools or other settings in our Multi Academy Trust use 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 individuals who present themselves as candidates for employment or volunteering in our schools or other education settings.

We, Barnet Special Education Trust, Oak Lodge School, Heath View, London N2 0QY, are the 'data controller' for the purposes of data protection law.

Our DPO service is provided by:

Satswana, Tulip Trees, Church Road, St. Johns, Woking, Surrey GU21 7QN; tel. 07891 223443

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

We process data relating to those we employ, or otherwise engage, to work in our schools or other settings. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Salary, annual leave, pension and benefits information
- Bank account details, payroll records, National Insurance number and tax status information
- Recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- Copies of identification (could include the documents listed in the above bullet as well as bank statement, credit card statement, tax statement)
- DBS certificate numbers, dates and disclosures (if any)
- Referees
- Business or other pecuniary interests
- Other employment or voluntary service
- Performance information
- Outcomes of any disciplinary and/or grievance procedures
- Photographs
- CCTV footage

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):

- Ethnicity
- Health, including any medical conditions, and sickness records
- Disability, including any records for reasonable adjustments made throughout the recruitment process

### **Why we use this data**

The purpose of processing this data is to assist in the recruitment process:

- Enable the Trust to efficiently and fairly manage its recruitment process
- Facilitate safe recruitment, as part of our safeguarding obligations towards students
- Ensure the Trust is compliant with its legal obligations in relation to the right to work in the UK
- Ensure that a candidate is suitable for the role
- Enter into an employment contract should you be successful
- Enable ethnicity and disability monitoring in accordance with the Equality Act
- Ensure reasonable adjustments can be made for those applicants who have a disability

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

We only collect and use personal information about you when the law allows us to.

The Trust will obtain your consent to hold, process and share your personal data in relation to the recruitment process.

You are under no obligation to provide your consent to provide data to the Trust during the recruitment process. However, if you do not consent to the Trust holding, processing and sharing your personal data during the recruitment process, the Trust will not be able to process your application.

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.

The Trust will need to process personal data to ensure that it is complying with its legal obligations. For example, to check an applicant's entitlement to work in the UK and to satisfy the requirement that appropriate checks have been made on people applying to work with children or vulnerable adults.

## **Collecting this information**

The Trust will collect information in a variety of ways, for example through:

- Application forms, CVs and/or covering letters
- Passport or other identity documents
- From third parties such as the Disclosure Barring Service or references supplied by your current or former employer(s)
- Interviews, meetings or other assessments undertaken as part of our recruitment process.

While the majority of 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 (and if so, what the possible consequences are of not complying), or whether you have a choice.

## **How long we store applicant's data**

We will only retain the data we collect for as long as is necessary to satisfy the purpose for which it has been collected.

If you are appointed to the role, all personal data will be processed and transferred to your personal file.

Ongoing collection and processing of personal data in relation to employment by the Trust is explained in the relevant data privacy notice for staff. A copy of this can be found on the Trust website [www.bsentrust.org](http://www.bsentrust.org).

If you are unsuccessful in your application, the Trust will retain your personal information for a period of 12 months after the end of the recruitment process. Should you withdraw your consent within that time, or once that time period has expired, your data will be deleted or destroyed.

## **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:

- Members of staff or other consultants involved in the recruitment process in order for them to perform their roles;
- Relevant third parties, in order to undertake background checks as part of safer recruitment procedures, pre-employment references and criminal records checks;
- The relevant local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns;
- The Department for Education;
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll.

## **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 personal information we hold about you**

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

### **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 by 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 about our collection and use of personal information 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.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## Contact us

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

Our DPO service is provided by:

Satswana, Tulip Trees, Church Road, St. Johns, Woking, Surrey GU21 7QN; tel. 07891 223443

*This notice is based on the [Department for Education's model privacy notice](#) for the school workforce, amended to reflect the way we use data in this school.*