



## **Keystone Academy Trust**

### **Recruitment - Privacy Notice**

#### **About Us**

Mrs Elaine Radley, the CEO, is known as the "Controller" of the personal data you provide to us.

The purpose of this privacy notice is to tell you how and why we use the information we gather about you when you apply to work with us.

#### **Why do we collect your personal data?**

It is necessary for us to collect and process personal data about you in order to assess your eligibility to work with us and to make a decision about your recruitment and employment. More specifically, this will include but is not limited to the following:

- Assessing your skills, qualifications and suitability for a role within the trust
- Carrying out background and reference checks, where applicable
- Communicating with you about the recruitment process
- Maintaining records relating to the recruitment process
- To comply with legal or regulatory requirements e.g. Safer Recruitment

We will not collect any personal data that we do not need and as far as is reasonable and practicable will ensure that the information recorded is accurate and kept up to date.

#### **What personal data do we collect?**

The personal data we will collect includes:

- Personal contact details such as name, address, telephone number and email address
- Date of Birth
- National Insurance Number
- Employment history
- Qualifications and other academic achievements
- Contact information for the provision of references
- Identification documents
- Results of psychometric testing, where applicable

We will also collect and use the following "special categories" of more sensitive personal data:

- Information about your race, ethnicity, religious beliefs, sexual orientation and political opinions
- Trade union membership

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- Information about your physical and mental health, including any medical conditions.
- Information about criminal convictions and offences, including information from the Disclosure and Barring Service

We have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide whom to offer a job to. We may also need to process data from job applicants to respond to and defend against legal claims.

We also need to process data to ensure that we comply with legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

### **Who do we get your personal data from?**

This information is collected in the following ways:

- Provided to us directly by you through the application form and at interview
- From your named referees

### **Who do we share your data with?**

We will only share information when it is necessary to do so for the purpose of recruitment and in accordance with the law. Where necessary, we will share your data with organisations that deliver services on behalf of the trust.

Where necessary we will share your personal data with the following categories of recipients:

- Disclosure and Barring Service
- Occupational Health Provider
- Previous employers and other individuals identified as capable of giving a reference
- Professional advisors and consultants involved in the recruitment exercise

### **How long do we keep your data for?**

We are required to retain your personal data only for as long as is necessary, after which it will be securely destroyed in line with the trust's retention policy which you can find on our website [www.keystoneacademytrust.org.uk](http://www.keystoneacademytrust.org.uk)

Retention periods can vary and will depend on various criteria including the purpose of processing, regulatory and legal requirements, and internal organisational need.

Retention periods for recruitment data are: 6 months, unless you are successful at interview then your data is retained for the period of your employment.

### **How do we keep your data safe?**

We have a data protection policy which sets out how we aim to keep your personal data secure. The policy can be found on the trust's website [www.keystoneacademytrust.org.uk](http://www.keystoneacademytrust.org.uk).

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Access to information is strictly controlled based on the role of the professional.

All staff are required to undertake regular data protection training.

Your personal data is not processed outside of the EU by the trust.

## Your Rights

You have specific rights to the processing of your data; these are the right to:

- Request access to the information we hold about you.
- Restrict our processing of your personal data, i.e. permitting its storage but no further processing.
- Object to direct marketing (including profiling) and processing for the purposes of scientific and/or historical research and statistics.
- Have your personal data rectified if it is inaccurate or incomplete.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.

To exercise any of your rights please contact the schools Data Protection Officer, contact details below.

## Further Information

If you wish to make a request or make a complaint about how we have handled your personal data please contact:

- Joe Lee, Ark ICT Solutions, Data Protection Officer, [joe.lee@ark.me.uk](mailto:joe.lee@ark.me.uk)
- Email: [tracey.roscher@keystonemat.org](mailto:tracey.roscher@keystonemat.org)

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you can complain to the Information Commissioner's Office (ICO) [www.ico.org.uk](http://www.ico.org.uk)

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**Declaration**

I, ....., declare that I understand:

- The categories of my personal information that the school collects and uses.
- The school has a lawful basis for collecting and using my personal information.
- The school may share my information with the stated organisations.
- The school does not share information about me with anyone without my consent, unless the law and the school's policies allow them to do so.
- My information is retained in line with the school's Records Management Policy.
- My rights to the processing of my personal information.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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