

Privacy Notice – Applicants

Please be advised that not all of this data is shared with everyone listed. We only share data required for that particular function and only the minimum required.

What is the service being provided?	Recruitment of School Staff - Applicants					
What personal data do we need from you?	Name	Address	Date of Birth	Contact details, including email and phone number		
	National Insurance Number	Employment History, including reason for leaving	Current level of Pay and any Allowances	Pre-employment check information, including entitlement to work in the UK and Criminal Record Checks		
	History of sickness absence from previous employer	Reference and Referees contact details	Qualifications/skills/ Experience, including Secondary School Education and Continuing Education and Professional Qualifications	Breaks in employment history		
	Ability to travel	Training & Development History	Close Personal Relationship information	Disability information to enable us to make reasonable adjustments		
Who will be using your Personal Data?	Who is the Data Controller ?		Berlesduna Academy Trust			
	Who is the Data Controller's Data Protection Officer ?		Lisa Perry			
	Are there any Data Processors ?		Yes	☒	No	☐
	Who are they?		Members of the HR and Recruitment team, Interviewers, Headteachers, relevant Governors and Trustees, Legal Services contracted by the school.			
What will it be used for and what gives us the right to ask for it and use it?	The Purpose (s):		Recruitment			
	The Legal Condition (s):		<i>Under Contract</i> <i>Employment, Social Security</i>			
Who else might we share your data with?			HR, Legal, Trustees and Governors, CEO/Headteacher			
Will your data be stored in or accessible from countries with no UK-equivalent Privacy Law protections?			NO			
How long will	When will it stop being used?		Unsuccessful candidates: 6 months from the			

your data be kept?					date of the appointment of the successful candidate. Successful candidates: Data will be held in line with the Data Retention Schedule.			
	How long after this will it be deleted?				Unsuccessful candidates: 6 months from the date of the appointment of the successful candidate. Successful candidates: Data will be held in line with the Data Retention Schedule.			
Our use of the data will be subject to your legal rights (marked if applicable):	Inform	☒	Access	☒	Rectify	☒	Erase	☒
	Restrict	☐	Portable	☐	Object	☒	Automate	☐
As you are giving us your data directly:	This is the reason why we are allowed to ask for it and use it:				Contract Law Eligibility to work in the UK Keeping Children Safe in Education 2016 (As Updated).			
	This is what could happen if you refused to let us use your data for this purpose:				Unable to process application/continue with recruitment process			
As you are not giving your data directly to us:	This is who is giving us your personal data:				Previous employer/s, DBS service, The Teaching Regulation Agency, Overseas Embassies			
	This is a source of personal data open to anyone				Yes	☐	No	☒
	These are the categories of personal data being given to us				Basic Demographics, e.g. name, address, Date of Birth, Contacts, references from previous employers, employment suitability/safeguarding checks, prohibition, right to work and qualifications checks			
Visit the following links for more information about Privacy Law, our obligations and your Rights:								
The ICO Guide to the General Data Protection Regulations 2016 The General Data Protection Regulations 2016								
If you have concerns over the way we are asking for or using your personal data, please raise the matter with our Data Protection Officer by the following means:								
Postal Address	Berlesduna Academy Trust, School House, Church Road, Basildon SS14 2EX							
Email	admin@berlesduna.co.uk							
Phone Number	01268 464759							
If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office:								
Postal Address	Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF							
Online Form	https://ico.org.uk/concerns/handling/							
Phone Number	0303 123 1113							

© Essex County Council.

All rights reserved, Essex County Council grants its customers who have purchased a licence to use this document for the purposes of the administration and operation of the school to whom it has been sold. For those purposes customers are permitted to use, adapt, publish and copy this document provided that every adapted or published version of this document must include this copyright notice in full. No other use by other organisations or outside the terms of the permitted use stated above is permitted without the prior written permission of Essex County Council. Those infringing Essex County Council's copyright may be subject to prosecution, claims for damages or other legal action.