

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, phone numbers and next of kin	
	National Insurance Number	Current level of Pay and Allowances	Reference and Referees contact details	Pre-employment check information including entitlement to work in the UK and Criminal Record Checks	
	Close personal relationship information	Training and Development History	Employment History, including reason for leaving and breaks in employment	Health information (Fit Declaration, sick certificates etc.)	
	Ability to travel	Absence records from previous employer	Disability information to enable us to make reasonable adjustments	Qualifications, skills and experience including educational and professional qualifications	
Who will be using your Personal Data?	Who is the Data Controller ?		The Eveleigh LINK Academy Trust		
	Who is the Data Controller's Data Protection Officer ?		James Stone / Babatunde Adegbenjo		
	Are there any Data Processors ?		Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Who are they?		SIMS MIS, interviewers, Payroll, HR, 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):		<ul style="list-style-type: none"> Under Contract Employment, Social Security, Social Protection 		
Who else might we share your data with?			Central & Local Government, Health Providers, Other Education Providers (eg HR, Legal), Regulatory Bodies, Professional Associations, Future employers (references), Payroll.		
Will your data be stored in or accessible from countries with no UK-equivalent Privacy Law protections?			NO		

How long will your data be kept?	When will it stop being used?		Unsuccessful candidates – 6 months from date of interview. 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 date of interview. 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	<input checked="" type="checkbox"/>	Access	<input checked="" type="checkbox"/>	Rectify	<input checked="" type="checkbox"/>	Erase	<input checked="" type="checkbox"/>
	Restrict	<input type="checkbox"/>	Portable	<input type="checkbox"/>	Object	<input checked="" type="checkbox"/>	Automate	<input type="checkbox"/>
As you are giving us your data directly:	This is the reason why we are allowed to ask for it and use it:		Employment 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, employ/continue with recruitment process or employ					
As you are not giving your data directly to us:	This is who is giving us your personal data:		Previous employer/s, DBS service, Occupational Health, The Teaching Regulation Agency, Overseas Embassies and NCTL.					
	This is a source of personal data open to anyone		Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>		
	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, medical reports, employment suitability/safeguarding checks, Pensions and payroll data, prohibition 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	Devonshire House, 29-31 Elmfield Road, Bromley, Kent, BR1 1LT							
Email	sps-dpo-services@isystemsintegration.com							
Phone Number	020 8050 1372							
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							