# Privacy Notice – Job 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.**

<table>
<tr><td>What is the service provided?</td><td colspan="5">Recruitment of School Staff - Applicants</td></tr>
<tr><td rowspan="5">What personal data do we need from you?</td><td>Name</td><td>Address</td><td>Date of Birth</td><td colspan="2">Contact details, including email and phone number</td></tr>
<tr><td>National Insurance Number</td><td>Employment History, including reason for leaving</td><td>Current level of Pay and any Allowances</td><td colspan="2">Pre-employment check information, including entitlement to work in the UK and Criminal Record Checks</td></tr>
<tr><td rowspan="2">History of sickness absence from previous employer (preferred candidates only)</td><td rowspan="2">Reference and Referees contact details</td><td rowspan="2">Qualifications/skills/ Experience, including Secondary School Education and Continuing Education and Professional Qualifications</td><td colspan="2">Breaks in employment history</td></tr>
<tr><td colspan="2">Personal/Social information publically available on-line</td></tr>
<tr><td>Ability to travel</td><td>Training & Development History</td><td>Close Personal Relationship information</td><td colspan="2">Disability information to enable us to make reasonable adjustments</td></tr>
<tr><td rowspan="4">Who will be using your Personal Data?</td><td colspan="2">Who is the Data Controller?</td><td colspan="3">SEAX Trust</td></tr>
<tr><td colspan="2">Who is the Data Controller's Data Protection Officer?</td><td colspan="3">SBM Services (contracted)</td></tr>
<tr><td colspan="2">Are there any Data Processors?</td><td>Yes</td><td>☒</td><td>No ☐</td></tr>
<tr><td colspan="2">Who are they?</td><td colspan="3">Members of the School/Trust's HR and Recruitment team including the Headteacher, interviewers, relevant LAC members, the School's DBS provider and relevant local police force (for criminal record checks), the Occupational Health provider (ECC) and Legal Services contracted by the Trust.</td></tr>
<tr><td rowspan="2">What will it be used for and what gives us the right to ask for it and use it?</td><td colspan="2">The Purpose(s):</td><td colspan="3">Recruitment</td></tr>
<tr><td colspan="2">The Legal Condition(s):</td><td colspan="3">• Under Contract<br>• Employment, Social Security</td></tr>
<tr><td colspan="3">Who else might we share your data with?</td><td colspan="3">The Trust's HR/Legal provider, the SEAX Trust's CEO/Trustees</td></tr>
<tr><td colspan="3">Will your data be stored in or accessible from countries with no UK-equivalent Privacy Law protections?</td><td colspan="3">NO</td></tr>
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| How long will your data be kept? | When will it stop being used? | | | **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. | | | | | |
| | 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<br>Eligibility to work in the UK<br>Keeping Children Safe in Education (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, publically available Internet Search Engine | | | | | |
| | 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, information available publically on-line, right to work and qualifications checks | | | | | |

| **Visit the following websites for more information about Privacy Law, our obligations and your Rights:** |
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| The ICO Guide to the General Data Protection Regulations 2019<br>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 | **SBM Services (uk) Ltd**, 12 Park Lane Business Centre, Langham, Colchester CO4 5WR |
| Email | info@sbmservices.co.uk |
| Phone Number | 01206 671103 |
| **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 |