# 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.**

<table>
<tr><td>What is the service being provided?</td><td colspan="4">Recruitment of Trust Staff - Applicants</td></tr>
<tr><td>What personal data do we need from you?</td><td colspan="4"><table>
<tr><td>Name</td><td>Address</td><td>Date of Birth</td><td>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>Pre-employment check information, including entitlement to work in the UK and Criminal Record Checks</td></tr>
<tr><td>History of sickness absence from previous employer</td><td>Reference and Referees contact details</td><td>Qualifications/skills/ Experience, including Secondary School Education and Continuing Education and Professional Qualifications</td><td>Breaks in employment history</td></tr>
<tr><td>Ability to travel</td><td>Training & Development History</td><td>Close Personal Relationship information</td><td>Disability information to enable us to make reasonable adjustments</td></tr>
</table></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">Zenith Multi Academy Trust</td></tr>
<tr><td colspan="2">Who is the Data Controller's Data Protection Officer?</td><td colspan="3">Lauri Almond (Essex County Council).</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 HR and Recruitment team, Interviewers, relevant Governors and Trustees, Legal Services contracted by the school.</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">HR, Legal, Trustees and Governors, CEO/Headteacher</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 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:** |
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| The ICO Guide to the General Data Protection Regulations 2016<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 | Essex County Council. County Hall. Chelmsford. CM1 1QH |
| Email | DPO@essex.gov.uk **amend these details if ECC are not the data Protection Officer for your school under contract** |
| Phone Number | 03330322970 |
| **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 |