Applicant Privacy Notice

School/Trust	Brickfields Multi Academy Trust
Address	Launchpad, Southend Airport Business Park, Cherry Orchard Way, Rochford, SS4 1YH
Phone Number	01702 219435
Email	enquiries@brickfields.org
Data Controller	The Brickfields Trust
Data Protection Officer	Mrs D Rushton

As part of any recruitment process, the organisation collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the organisation collect?

The organisation collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- your date of birth and national insurance number;
- details of your qualifications, skills, experience and education and employment history, including any breaks;
- information about your current level of remuneration, including benefit entitlements;
- any close personal relationships you have with those connected with our organisation;

- whether you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK, criminal history and any disqualification or sanction imposed by a regulatory body in relation to working with children/teaching
- reference and referee contact details
- ability to travel

The organisation collects this information in a variety of ways. For example, data might be contained in application forms, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The organisation will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers, the Teacher Regulation Agency and information from criminal records checks.

If you are shortlisted, the organisation will view data about you which is publicly available on-line for the purposes of identifying any concerns about suitability to work with children and to verify employment history. Information will not be retained after the recruitment decision is made.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does the organisation process personal data?

We process data from job applicants in order to undertake the recruitment process and, for the successful applicant, to enter into a contract of employment. In particular it is used to:

- administer the application, shortlisting and selection process
- assess your suitability to work with children and young people
- inform the development of recruitment and retention policies
- defend legal claims

We do not make recruitment decisions based on automated decision-making.

In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's identity and eligibility to work in the UK before employment starts and to undertake checks in relation to qualifications, prohibitions, disqualifications and to comply with the Department for Education's statutory guidance "Keeping Children Safe in Education in relation to other pre-employment checks. It is our policy, in line with this statutory guidance to request references at the shortlisting stage, in advance of interview.

The organisation has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the organisation to manage the recruitment process, assess and confirm a candidate's suitability for employment and

decide to whom to offer a job. The organisation may also need to process data from job applicants to respond to and defend against legal claims.

The organisation processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment. Pre-employment health screening is also required by Regulations.

The organisation will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, and IT staff if access to the data is necessary for the performance of their roles.

The organisation will share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

The organisation will not transfer your data outside the UK.

How does the organisation protect data?

The organisation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does the organisation keep data?

If your application for employment is unsuccessful, the organisation will hold your data on file for 6 months after the end of the relevant recruitment process.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;

- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
- ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact Mrs D.Rushton on enquiries@brickfields.org If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all. If your application is successful, it will be a condition of any job offer that you provide evidence to enable use to process all required pre-employment checks.