Lincoln Anglican Academy Trust

Privacy notice for persons applying for vacancies within LAAT and LAAT schools

LAAT has the legal right and a legitimate interest to collect and process personal data relating to those who apply to work for LAAT. We process personal data in order to meet the requirements set out in UK employment, academy and safeguarding law, including those in relation to the following:

- Academy Funding Agreement and Articles of Association
- Academy's legal and statutory framework
- Safeguarding Vulnerable Groups Act 2006
- The guidance "Keeping Children Safe in Education"
- The Childcare (Disqualification) Regulations 2009

We process personal data relating to those applying to work for LAAT. Personal data that we may collect, use, store and share (where appropriate) about you includes, but is not restricted to:

- Contact details (name, phone number, address, email address)
- Personal identification details (NI number, passport number, teacher number, date of birth, gender)
- Qualifications and employment history information
- Recruitment information, including copies or Right to Work documentation, references, and other information included in a CV or cover letter as part of the application process

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Ethnicity
- Disability

Why we use this data

The purpose of processing this data is to help us run the Trust and Schools, including to:

- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils and staff
- Recruit the best people possible
- Inform our recruitment policies
- Enable ethnicity and disability monitoring

Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation

- Carry out a task in the public interest (provision of Education under the Education Act 2002, including statutory guidance on Keeping Children Safe in Education, Sept 2016)

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way (this is the basis on which we process the "special categories" of data, in relation to ethnicity and disability).

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information overlap, and there may be several grounds which justify the Trust's use of your data.

Collecting this information

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, the possible consequences of non-compliance), or whether you have a choice.

How we store this data

We create and maintain a file for each vacancy. The information contained in this file is kept secure and is only used for purposes directly relevant to recruitment to the post.

If you are not successful in your application, we will retain your information for six months before destroying the information in accordance with the Information and Records Management Society's Toolkit for Schools and the LAAT Records Management Policy.

Data Sharing

We do not share information about you with any third party without your consent, unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and in compliance with data protection law) we may share personal information about you with:

- The Local Authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- OFSTED – to evidence our recruitment processes and equality of opportunity
- Auditors – to evidence correct management of our HR records

Transferring data internationally

We will not transfer your data to a country or territory outside the European Economic Area.

Your rights

How to access personal information we hold about you

Individuals have a right to make a **'subject access request'** to gain access to personal information that the Trust holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer.

Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at https://ico.org.uk/concerns/
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **Data Protection Officer**:

- Satswana – info@satswana.com